



Woodlawn Park City Council Meeting November 20, 2023

The Woodlawn Park City Council met on Monday, November 20, 2023. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance followed by a roll call of Councilmembers. Present: Mayor Mike Brown; Councilmembers Nancye Claypool, George Langford, Tom Nunn, Ed Purcell, and Doug Watson; Charlie Veeneman, Jennifer Osborne, and Attorney Matt Carey.

Mayor Mike Brown began the meeting by giving special thanks to Councilmembers Purcell, Claypool, and former Councilmember Breslin for making chili for the Fall Social. Mayor Brown was impressed with the night and excited about the number of residents in attendance. Thanks to Councilmember Purcell for putting the event together. He also thanked Councilmember Claypool for driving representatives from Woodlawn Park to last week's Jefferson County League of Cities dinner.

The Council reviewed the minutes for the October 16, 2023, meeting. Councilmember Langford stated he believed the flooding he referenced during the October meeting took place in the spring and not the fall. Councilmember Claypool made a motion to accept the minutes as amended and Councilmember Watson seconded the motion. All voted aye and the minutes were approved.

Introduce Residents/Guests: Mayor Brown opened the floor to comments from residents. The Stouts mentioned that they had an application to build a shed. Mayor Brown directed them to turn it into Councilmember Watson. No other residents were present to speak.

Variance Requests: None

Financial Report: Charlie Veeneman distributed an updated financial sheet and reviewed October activities in detail.

- The report should reflect this is the fourth month of the fiscal year, not the third month.
- All budgeted property tax has been collected.
- The city is behind in collecting the insurance premium tax.

Councilmember Nunn made a motion to approve the report. Councilmember Claypool seconded the motion. All voted aye and the report was approved.

Police Report:

- Relatively quiet Month of October.
- Three warning citations for ordinance violations
- One paid citation for ordinance violation.

- One report of domestic violence incident at the church. The incident did not involve any residents or members of the church. The incident was referred to LMPD.
- Chief Throneberry completed 40 hours of continuing education in October.

Committee Reports

Community Events

- Fall Social - Councilmember Purcell reported that the Fall Social seemed to be a success and expressed appreciation for all those who assisted with the event. He thought it was successful enough to make it an annual gathering.
- Hanging of the Garland – Councilmember Purcell asked for assistance due to his upcoming schedule. Mayor Brown offered to hang the lights and garland at City Hall. Mayor Brown suggested we hire Brownsboro Lawn Care to handle hanging the wreaths around the city. Mayor Brown will contact them for a quote.
- Holiday Decorating Contest – Councilmember Purcell is unable to attend the December meeting but said he is able to coordinate the decorating contest. In previous years three \$50 gift cards were given out to each of the winners. All were in agreement to continue with the decorating contest and that members of the Council were not eligible to win prizes.

Let's Get Prepared

- Councilmember Langford reported that November is Native American Heritage Month and that today is Future Teachers of America Day and Universal Children's Day.
- Councilman Langford provided detailed recommendations on how to defrost vehicles on colder mornings, including spraying your windows with a mix of ½ part water and ½ part isopropyl alcohol.

Fence and Building Permits – Councilman Watson reported three applications:

- 904 Beechwood – fence permit to replace a chain link fence with a privacy fence. That fence has been grandfathered in at some point, but the plans would not conform to the code. The homeowner has not applied for a variance. Last Councilmember Watson spoke with him the homeowner was undecided on whether or not he would proceed.
- Green Meadow Court – shed permit application was given to him tonight by the Stouts.
- Ahland Road – fence request received in the mail today.

New Moves/Rentals – Councilmember Watson reported three new sales:

- 4314 Wingate closed on November 10, 2023
- 806 Ahland closed on November 13, 2023
- 4318 Wingate closed on November 15, 2023

Councilmember Watson also reported five active listings, three of which are under contract. The city has had 58 home sales since March 2020. Three of those are repeats, so account for 55 properties. Councilmember Watson and Councilmember Claypool will work together to review the lists to see which newer residents still need welcome packets. Councilmember Claypool is happy to drop these off to the residents but will need copies. Mayor Brown will have 75 copies made at FedEx.

Streets and Signs – Councilmember Nunn reported that three new stop signs were installed today. The signs on Beechwood will take some getting used to by the residents. Councilmember Purcell suggested adding stop bars, and Councilmember Nunn mentioned that he would look at smaller 4-way stop signs being added to the bottom of the stop sign.

Councilmember Nunn also mentioned a streetlight at Beechwood and Westport Road that was out and then repaired but is out again now. He will work to get that repaired.

Mayor Brown discussed an ongoing project to increase lighting in the city without increasing light pollution. One location that he believes lights areas well, without increasing light pollution is on Trinity's campus. He will continue exploring alternatives.

Welcome Committee/City Hall/Little Library – Councilmember Claypool stated that Jack Hammerbeck, a student in need of service hours for Beta Club, came to City Hall on October 30 and cleaned all the windows in City Hall, excluding the windows in Mayor Brown and Chief Throneberry's offices. He is still in need of service hours, and Mayor Brown mentioned asking him to help organize the basement. He will also likely be back to clean the Mayor and Chief's offices. He needs more ours before the end of the school year. He also volunteered at the Brightside cleanup.

Councilmember Claypool mentioned that the Little Library is full at the moment but that there is still good evidence that it is used regularly.

Old Business: Mayor Brown mentioned that the letters on the stone wall on Westport Road have been put back into place.

New Business:

Mayor Brown opened the floor to nominations to fill the Council vacancy. He explained that the councilmembers would vote by secret ballot using the paper at the council seat. This seat will run through 2024.

Council Member Claypool nominated Suzanna Stoll to the Council. She stated that she sent Ms. Stoll's bio to the council for review. She also stated that Ms. Stoll is a longtime resident of the City of Woodlawn Park, a female, and young. That is her nomination for the night.

Mayor Brown asked if there were any other nominations. Councilmember Purcell stated that he had spoken to several people and didn't find anyone else that was interested.

Mayor Brown asked the Council to write down yes or no on ballot and to give to the clerk. The clerk collected the votes and read out five yes votes. Congratulations and welcome to Ms. Stoll. Mr. Carey stated that he would swear in Ms. Stoll following the meeting.

Mayor's Report:

- Mayor Brown distributed information to the Council regarding Kentucky's Open Records and Meetings Act. He asked the Council to familiarize themselves with the law, and to reference the documents located in the clerk's office if they want more information on the Act. Mayor Brown asked Mr. Carey about records retention, and he suggested items such as minutes and agendas should be saved in perpetuity, but items like bids to contractors, etc., can be disposed of after a period of time.
- Mayor Brown distributed three quotes for the chimney repair. He is happy he obtained three quotes because there was a significant difference in price. He is moving forward with Bowling Roofing which came in at a cost of \$2,600.
- An electrician originally quoted \$2,000-\$4,000 to repair the light at the Orchid Hill sign. Mayor Brown had another electrician take a look and he found three breaks near the ATT fiber optic cable. He fixed the breaks for \$1,250, though LG&E still needs to turn the power back on at that location. Mayor Brown believes he can seek reimbursement from ATT for breaking the line, as the city has had some success with this in the past.
- The new phone lines have been installed at City Hall. A few issues need to be corrected before they are fully functional, but he is working on this with Ring Central.
- The city will move forward with the KLC website transition after the first of the year. KLC does not cover the cost of the transaction fees, but Woodlawn Park has the option to do that. He is still considering options on how we will proceed with payments. He believes it will be a good move, and Lyndon and Douglas Hills are also moving forward with the change. More cities will end up going this way, too, for no other reason than ease of use.
- Mayor Brown had Precision Concrete evaluate the Orchid Hill sidewalk. They discovered 42 locations on the sidewalk that could be a liability issue. They repaired all locations to ensure that the sidewalk was ADA compliant. All repairs were made at a cost of \$3,000. Mayor Brown was able to be reimbursed \$1,500 from the KLC liability grant.
- December's meeting will be relatively short, followed by a city sponsored dinner from Salsarita's. Mayor Brown will put out a reach notice asking residents to RSVP so they know how much food to order, and he will plan to give a State of the City report.

Mayor Brown asked if there were any other items to address. Everyone wished each other a Happy Thanksgiving.

Councilmember Nunn made a motion to adjourn the meeting and Councilmember Watson seconded the motion. All voted in favor. The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Jennifer Osborne
Jennifer Osborne, Clerk

Mike Brown
Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds
For the Month and Three Months Ended October 31, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 33%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 0.00	\$ 75.00	\$ 800.00	9.38
Franchise Fees	541.90	2,167.60	6,500.00	33.35
Interest Income	0.31	1.23	300.00	0.41
Insurance Tax	6,662.08	24,732.47	80,000.00	30.92
Misc. Income	2,000.00	2,030.00	1,500.00	135.33
Property Taxes	14,318.67	142,577.96	142,000.00	100.41
Rental License Fees	0.00	250.00	6,500.00	3.85
Citations	0.00	0.00	250.00	0.00
HB413	1,351.32	1,351.32	4,500.00	30.03
Litter Abatement	0.00	0.00	600.00	0.00
Prior Earnings	0.00	0.00	52,770.00	0.00
Total Revenues - General F	24,874.28	173,185.58	295,720.00	58.56
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.31	4,450.46	13,000.00	34.23
Clerk/Treasurer	225.00	1,097.03	3,600.00	30.47
Federal Payroll Taxes	422.66	1,627.00	5,700.00	28.54
City Hall - Wingate Rd.	293.11	1,684.54	6,000.00	28.08
Legal	588.10	3,431.70	12,000.00	28.60
Accounting	875.00	3,651.00	10,500.00	34.77
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	5,659.53	14,400.00	39.30
Administration Expenses	822.26	2,299.53	9,700.00	23.71
Codification Expense	0.00	1,100.00	0.00	0.00
Tax Collection	0.00	5,302.30	5,100.00	103.97
Total Operations Expense	5,538.44	30,303.09	85,000.00	35.65
<u>Beautification</u>				
Beautification - Litter Abate	120.00	560.00	2,000.00	28.00
Grounds Maintenance	211.12	5,483.64	14,000.00	39.17
Flags and Banners	0.00	0.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	0.00
Total Beautification Expen	331.12	6,043.64	21,500.00	28.11
<u>Public Services</u>				
Neighborhood Relations	422.31	583.60	2,000.00	29.18
Street Lights	1,853.33	6,517.12	21,000.00	31.03
Trash Collection	7,499.40	30,047.60	90,000.00	33.39
Total Public Services	9,775.04	37,148.32	113,000.00	32.87
<u>Communications</u>				
Website & Hosting	772.82	4,334.35	9,400.00	46.11
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	0.00	183.33	300.00	61.11
Total Communications Exp	772.82	4,517.68	11,700.00	38.61

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City of Woodlawn Park
Income Statement - All Funds
For the Month and Three Months Ended October 31, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 33%
<u>Contingency</u>				
Contingency - Beautificat	120.00	1,910.17	5,000.00	38.20
Total Contingency Fund	120.00	1,910.17	5,000.00	38.20
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	936.62	6,410.98	6,000.00	106.85
Police Dept. - Salaries	3,900.00	14,768.00	49,920.00	29.58
Code Enforcement	450.00	1,150.00	3,600.00	31.94
Total Police Expense	5,286.62	22,328.98	59,520.00	37.52
Total General Fund Ex	21,824.04	102,251.88	295,720.00	34.58
Net Income - General F	\$ 3,050.24	\$ 70,933.70	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 2,079.00	\$ 13,973.00	\$ 20,000.00	69.87
Total Revenues - Road Fun	2,079.00	13,973.00	20,000.00	69.87
<u>EXPENSES - ROAD FUND</u>				
RF-Road Repair	0.00	0.00	9,000.00	0.00
Street Signs	0.00	0.00	1,000.00	0.00
Snow Removal - RF	0.00	0.00	10,000.00	0.00
Total Road Fund Expe	0.00	0.00	20,000.00	0.00
Net Income - Road Fun	\$ 2,079.00	\$ 13,973.00	\$ 0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>				
ARPA 22-23 Surplus	\$ 0.00	\$ 0.00	\$ 15,400.00	0.00
Amer Rescue Plan Expenses	0.00	0.00	(15,400.00)	0.00
Net Receipts (Expenses)	\$ 0.00	\$ 0.00	\$ 0.00	0.00

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City of Woodlawn Park
Statement of Assets, Liabilities and Fund Balance - Cash Basis
October 31, 2023

ASSETS

Current Assets

Cash on Hand- PNC	\$ 118,400.34	
MRA Checking - Eclipse Bank	24,480.29	
Money Market - Eclipse Bank	1,207.03	
PNC - ARPA FUNDS	21,669.32	
Total Cash		165,756.98

Rental Fee Rec - Audit Adj	250.00	
Ins Prem Tax Rec - Audit Adj	19,641.76	
RF-Mun. Aid Rec. - Audit Adj.	2,070.00	
A/R - HB413 - Audit Adj	1,132.10	
A/R - Prop Txs Aud Adj	9,670.65	
Total Current Assets		32,764.51

Property and Equipment

Automobiles	22,383.73	
Other Depreciable Property	1,812.87	
Building Improvements	87,030.00	
Infrastructure	78,235.20	
Land	57,000.00	
Accum. Depreciation - Automobi	(22,383.73)	
Accum. Depreciation - Other	(1,812.87)	
Accum. Depreciation - Building	(25,500.00)	
Accum. Depreciation - Bldg Imp	(17,563.04)	
Accum Depr - Infrastructure	(62,987.20)	
Total Property and Equipment		116,214.96

Total Assets	\$	314,736.45
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	1,751.79	
State Payroll Taxes Payable	190.31	
Local Payroll Taxes Payable	108.37	
Property Taxes - Dbl Pymt	5,365.76	
Property Taxes - Other Than	3.08	
Total Current Liabilities		11,907.16

Total Liabilities		11,907.16
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Capital

Fund Bal - Fixed Assets	116,214.96	
General Fund - Unrestricted	41,678.74	
Special Rev Fund - Restricted	49,740.14	
Retained Earnings	10,288.75	
Net Income	84,906.70	
Total Capital		302,829.29

Total Liabilities & Capital	\$	314,736.45
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