

WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING

MINUTES

January 17, 2023

Town Hall Conference Room 201 – 6510 Shallowford Road

I. Call to Order

- a. Chair Jeffrey Rawls opened the meeting at 6:32 PM. In attendance were Martin Beale, Denise Criss, Philip May, Jeffrey Rawls, Glenn Yarnell, and Assistant Town Manager/Planning Director Stacy Tolbert. Chad Conger was absent.

- II. **Agenda Approval** – Philip May moved to approve the agenda with the additions of the Social Media Policy and orientation video under New Business and the removal of 2023 Council Retreat items. The motion was seconded by Denise Criss and motion passed unanimously.

- III. **Minutes Approval** – Martin Beale moved to approve the November 16, 2023 minutes with the correction of changing the word ‘litigate’ to ‘mitigate in section V(a). The motion was seconded by Denise Criss and motion passed unanimously.

- IV. **Financials** – The Board reviewed the financial report shared by the Finance Director.

V. Old Business

- a. Emergency Action Plan (EAP) update – The Board discussed the recent update of the Emergency Action Plan noting it has been approved by the State. It is unclear if the plan can be updated annually by the Board or an engineer. Mrs. Tolbert will contact the State to determine what needs to be done each year.
- b. Lake study – This will be done in May. Information will be shared in the March and April Willow Run community newsletter.
- c. Woodview development update – No update at this time.

VI. New Business

- a. Scheduling of dam walk-a-round – The visit to the dams may be delayed a little to ensure the new Public Works Director is available for the meeting. Mr. Rawls shared the route to be taken. Mrs. Tolbert cautioned the Board to be sure to get permission from property owners to walk across private property to access the dams.
- b. Orientation Video – Mrs. Tolbert shared the board and committee orientation video.
- c. Social Media Policy – Mrs. Tolbert shared the Social Media Policy.
- d. 2023-2024 Budget request – Budget discussions will be done at the March Board meeting. If pricing or quotes are needed, the Board was encouraged to share those requests with Town staff.

VII. For the Good of the Order

- a. Glen Yarnell’s and Phil May’s seats are up for reappointment in March. Mr. Yarnell has met the term limit. Area 2 position remains vacant. Individuals can apply to fill the unexpired term that expires in 2024.
 1. Mrs. Tolbert shared that Council is considering eliminating term limits. With this consideration, Mr. Yarnell was requested by Clerk Moore to submit an application for reappointment if he desired.
- b. Next meeting – **March 21, 2023**

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VIII. **Adjournment** – Glenn Yarnell moved to adjourn at 7:25 PM. Motion was seconded by Philip May and motion passed unanimously.

ATTEST:

Jeffrey Rawls, Chair

Dora K. Moore, Town Clerk