

WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING

MINUTES

March 18, 2025

Town Hall Conference Room 201 – 6510 Shallowford Road

- I. **Call to Order** - Chair Philip May opened the meeting at 6:00 PM. In attendance were Martin Beale, Denise Criss, Philip May (remote), Jeffrey Rawls, Glenn Yarnell and Town Manager Stacy Tolbert. Chad Conger, Kirk Rieger and Public Works Director Jon Hanna were absent.
- II. **Agenda Approval** – Denise Criss moved to approve the agenda. The motion was seconded by Glenn Yarnell and motion passed unanimously.
- III. **Minutes Approval** – Jeffrey Rawls moved to approve the January 21, 2025 minutes. The motion was seconded by Martin Beale and motion passed unanimously.
- IV. **Financials** – Manager Tolbert shared the current financials with the Board. Trying to schedule a tabletop exercise before June 30, 2025
- V. **Old Business**
 - a. 2025-2026 budget – Manager Tolbert shared a proposed budget prepared by Finance Director Pam Orrell. The Board agreed to retain tree removal in the proposed budget but requested the potential reduction of the EAP line.
 - b. Lake Marblehead Dam – It is hoped the permit should be in hand or minor corrections shared with the Town within the next few weeks. Once received, the Town can prepare a bid package. Manager Tolbert has had some discussion with adjoining property owners about an easement to the lake for construction access.
 - c. Lake Desmond – The water did change a little in recent weeks. It appears runoff may be coming through a culvert and a couple of homes in the new development whose silt fence has fallen. Manager Tolbert will follow up on the concerns.
 - d. Neighborhood outreach and communication – A better timeline for communication to the community and MSD Homeowner’s Association will be discussed at the May meeting.
- VI. **New Business**
- VII. **Staff Report**
 - a. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
 - b. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall
- VIII. **For the Good of the Order**
 - a. Mr. May provided an update on his participation in the Willow Run Neighborhood Association meeting.
 - b. Next meeting – **May 20, 2025**
- IX. **Adjournment** – Glenn Yarnell moved to adjourn the meeting at 6:49 PM. The motion was seconded by Denise Criss and motion passed unanimously.

ATTEST:

Philip May, Chair

Dora K. Moore, Town Clerk