

WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING

MINUTES

May 20, 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, Nelson Fulcher, Philip May, Glenn Yarnell and Public Works Director Jon Hanna. Kirk Rieger and Jeffrey Rawls were absent.
- II. **Agenda Approval** – Denise Criss moved to approve the agenda. The motion was seconded by Martin Beale and motion passed unanimously.
- III. **Minutes Approval** – Glenn Yarnell moved to approve the March 18, 2025 minutes. The motion was seconded by Denise Criss and motion passed unanimously with Nelson Fulcher abstaining.
- IV. **Financials** – Public Works Director Jon Hanna explained there were no changes in the financial statement updates. The committee referenced previous discussions with Town Manager Stacy Tolbert regarding the General Fund, a two-year process, and explained the Emergency Action Plan. Mr. Hanna provided an overview of a two-step process for emergency preparations with the second session budgeted for Fiscal Year 2025-2026. Mr. Hanna referenced an Annual Action Plan update at approximately \$2500 per year and spoke to upcoming mowing projects before the end of June.
- V. **Old Business**
 - a. Lake Marblehead Dam update – Mr. Hanna shared a permit had been received, that staff have meet with engineer, and plans for tree removal for parking and traffic flow. Mr. Hanna stated the project threshold set for \$500,000 is currently around a \$300,000 to \$350,000, explained the bidding and procurement process, potential contractors, finalization of a bid packet, and publication of a bids and planned scheduled timelines. Committee discussed potential construction needs, excavation, protection of lake level and wetlands, notifications in HOA newsletter, neighborhood discussions, and a future update. Committee requested staff make them aware when bid packets are complete.
 - b. Lake Desmond – Martin Beale provided a brief update. Committee decided to keep the item on the agenda until a plan is developed.
 - c. Neighborhood outreach and communication – Phillip May recommended the Committee leave the item on the agenda as a standard item and suggested addressing items as they were elevated up by the Committee. Mr. May provided an overview of recent email communications regarding easements and Google Maps naming of lakes.
- VI. **Elections**
 - a. Chair – Denise Criss moved to nominate Philip May as Chair. There was no second, however the Committee voted unanimously in favor with Mr. May abstaining.
 - b. Vice Chair – Philip May moved to nominate Denise Criss as Vice Chair. There was no second, however, the Committee voted unanimously in favor with Ms. Criss abstaining.
- VII. **New Business**
 - a. Tree removal – Denise Criss shared an email from Kevin Chmura regarding tree falls, the Willow Run Municipal Service District financial and property owner responsibilities, and allowances for tree services on properties for tree removals. Mr. Hanna voiced the need to define qualified arborist to perform tree removals. Discussion took place regarding \$5000 budget funds, the need to schedule contracts for the removal of the Marblehead tree with the dam project.
- VIII. **Staff Report**

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- a. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall – Mr. Hanna referenced a Board and Committee Community Day and recommended attendance to the Collaboration Session.
 - b. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall
- IX. **For the Good of the Order**
- a. Next meeting – **September 16, 2025** – Date was corrected from September to August 19, 2025.
- X. **Adjournment** – Nelson Fulcher moved to adjourn the meeting at 7:06 PM. The motion was seconded by Martin Beale and motion passed unanimously.

ATTEST:

Philip May, Chair

Angela Lord, Town Clerk