

WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING
MINUTES
August 19, 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, Jeffrey Rawls and Public Works Director Jon Hanna. Nelson Fulcher, Kirk Rieger and Glenn Yarnell 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** – Martin Beale moved to approve the May 20, 2025 minutes as amended with a correction to update Nelson Fulcher as in attendance. The motion was seconded by Denise Criss and motion passed unanimously.
- IV. **Financials** – Public Works Director Jon Hanna provided a handout from Finance Officer Pam Orrell to explain the finance process; and stated the fund balance to be \$554,403.41 as of June 30, 2025. Discussion took place regarding remaining funds; and future tax rates.
- V. **Old Business**
 - a. Lake Marblehead Dam update – Public Works Director Hanna explained the receipt of two bids; stated one bid was non-responsive; the responsive bid came in under budget; and that staff would work on a contract for Council consideration in September. Discussion took place regarding the construction, engineering, and inspection contract; a possible September construction start date; a potential ninety-day project; removal of trees; a stone path leading out of the construction area; communication efforts; tree damage prevention efforts; and additional cleanup projects during draw down.
 - b. Neighborhood outreach and communication – Taking the prerogative of the Chair, Chair May took this item before item C. Public Works Director Hanna spoke to direct communication with impacted residents. Discussion continued regarding homeowner association newsletter articles and door hangers. Public Works Director Hanna will provide notice language to the Board following the Council briefing; and notices to homeowners on the lake. Chair May referenced sending out a “Save the Date” notification. Discussion ensued regarding pressure releases; and backfill and coverage requirements.
 - c. Lake Desmond Update – Discussion took place regarding common areas; installed fencing; run-off concerns; and the need for an educational campaign. Public Works Director Hanna stated he would check on an educational letter for the homeowners on Harwich.
- VI. **New Business**
 - a. 2026 Community Day Event Representative Nomination – Public Works Director Hanna provided an overview of the Community Day event; and inquired if the Municipal Service District (MSD) Board would want to participate. It was the consensus that participation in the event would not be beneficial to the Board.
- VII. **Staff Report** – Chair May provided information regarding a Community Day Sub-Committee meeting in late September. Public Works Director Hanna shared information regarding location of keys for Marblehead Dam.

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VIII. For the Good of the Order

- a. Next meeting – **September 16, 2025** – Chair May moved to have a called meeting on September 16, 2025 for a Marblehead Dam update and motion passed unanimously.

IX. Adjournment – Jeffrey Rawls moved to adjourn the meeting at 6:53 PM. The motion was seconded by Denise Criss and motion passed unanimously.

ATTEST:

Philip May, Chair

Angela Lord, Town Clerk