

**WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING
MINUTES**

January 20, 2026

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, Nelson Fulcher, Philip May, Jeffrey Rawls, Glenn Yarnell and Public Works Director Jon Hanna. Denise Criss was absent and one board seat is currently vacant.
- II. **Agenda Approval** – Glenn Yarnell moved to approve the agenda. The motion was seconded by Nelson Fulcher and motion passed unanimously.
- III. **Minutes Approval** – Martin Beale moved to approve the October 21, 2025 minutes. The motion was seconded by Glenn Yarnell and motion passed unanimously.
- IV. **Old Business**
 - a. Lake Marblehead Dam update – Public Works Director Jon Hanna distributed documents; reviewed preliminary expenditures; stated everything should be closed out; spoke to the original projected cost of \$509,510; and highlighted the project came in under budget. Director Hanna provided an overall financial report; and reviewed unencumbered funds. Discussion took place regarding fund balance; and additional fees for sand. Director Hanna reviewed change orders; and associated cost. Discussion ensued regarding engineering, excavation, tree removal; stone, gravel and sand fill; and the need for clarity on budgetary fund balance at the next meeting.
 - b. Lake Desmond – Discussion continued regarding fund allocations; upstream development; tree removal; lack of protection of drains by contractors; the need to budget for the Lake Desmond area repairs; use of remaining Marblehead Dam funds; tree allocations; Emergency Action Plan updates being done by Town Manager Stacy Tolbert; and to start inventory for future projects. Director Hanna confirmed the need to provide an inventory list for the Board to review and approve.
 - c. Geographical Name Change – Phil May stated an email had been sent to the United States Geological Survey (USGS) Mapping Program; explained the required process for changes; and stated that he was waiting for a response.
 - d. 2026 Meeting Schedule
 - i. Adopted by Council – It was the consensus of the Board to remain with the adopted meeting schedule.
 - ii. April 21, 2026 Conflict with TC Budget Meeting – Discussion took place regarding cancelling a month prior as needed; and budget needs for the Fiscal Year 2026-2027 to be addressed in March.
- V. **New Business**
 - a. Parcel Subdivisions/Combinations - Phil May provided an area map; and inquired about the need to update based on parcel changes. Discussion took place regarding Area representation; the potential of development; and that there were no tax impacts. It was the consensus of the Board to take no action at this time.
 - b. Falmouth Emergency Action Plan Update – Phil May reiterated the update had been filed by Town Manager Tolbert. Director Hanna explained a \$7500 cost savings; and stated copies would be provided.
- VI. **Staff Report**
 - a. MSD Area 2 Vacancy Update Director Hanna inquired if additional outreach needed to be done. Phil May spoke to an agenda item at an upcoming neighborhood meeting; and to providing an updated Area 2 map. Director Hanna offered to initiate updating the MSD map for future use.

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- b. Community Day Sub-Committee Meeting Update – Director Hanna provide a brief update; and spoke to volunteer opportunities.

VII. **For the Good of the Order**

- a. Neighborhood Comments/Concerns – Phil May voiced the need to be watchful for long-term effect of the number of ducks on Lake Harwich.
- b. Next meeting – Motion made by Jeffrey Rawls, seconded by Nelson Fulcher to cancel the February 17, 2026 meeting. The motion carried unanimously. The next meeting will be March 17, 2026.

- VIII. **Adjournment** – Motion made by Jeffrey Rawls to adjourn the meeting at 7:00 PM. The motion was seconded by Martin Beale and motion carried unanimously.

ATTEST:

Philip May, Chair

Angela Lord, Town Clerk