

WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING
MINUTES
May 21, 2024

Town Hall Conference Room 201 – 6510 Shallowford Road

- I. **Call to Order**
 - a. Chair Philip May opened the meeting at 6:00 PM. In attendance were Martin Beale, Chad Conger, Denise Criss, Philip May, Jeffrey Rawls, Kirk Rieger, Glenn Yarnell, Town Manager Stacy Tolbert, and Public Works Director Jon Hanna.

- II. **Agenda Approval** – Denise Criss moved to approve the agenda. The motion was seconded by Chad Conger and motion passed unanimously.

- III. **Minutes Approval**
 - a. March 19, 2024 – Jeffrey Rawls moved to table approval of the March 19, 2024 minutes because he had some suggested amendments. The motion was seconded by Denise Criss and motion passed unanimously.
 - b. April 16, 2024 – Denise Criss moved to approve the April 16, 2024 minutes. The motion was seconded by Martin Beale and motion passed unanimously.
 - c. May 1, 2024 – Chad Conger moved to approve the May 1, 2024 minutes. The motion was seconded by Denise Criss and motion passed unanimously.

- IV. **Financials** – Mr. Hanna shared with the Board recent expenses.

- V. **Old Business**
 - a. Lake Marblehead Dam
 - i. Public information meeting summary – Mr. May shared that the meeting went well and the questions were primarily about cost and process. It was noted that the tax revenue generated by the MSD tax rate is based upon current tax valuations and could change with a tax reassessment.
 - ii. Budget hearing update – One person attended the Town’s budget public hearing and only had clarification questions about the proposed taxes.
 - iii. RFQ process update/schedule – The qualification packets are due by 4 PM on June 13. Staff will review the quotes and conduct their qualification-based scoring system to determine the responsible bidder. It is hoped that after contract negotiations and Council approval, the project can begin fairly quickly.
 - b. Lake Desmond – The Board discussed concerns about lack of access to Lake Desmond to treat sedimentation issues. It was noted that the Woodview covenants and bylaws allow portions of common areas to be deeded or granted to a municipality or individual by two thirds vote of the homeowners association. There is a common area that leads to Lake Desmond. Manager Tolbert will communicate with the developer.
 - c. Monitoring update – Mr. May plans to do some monitoring in the upcoming weeks.

- VI. **New Business**
 - a. Identification for residents and permit holders – There was an inquiry if identification tags that are to be worn when on the lake by property owners in the MSD were being given to new residents in the community. Manager Tolbert said the Town did not and has not issued any tags. Some board members noted that in the past the block captains or homeowner’s association welcomed new residents and this was how the tags were initially issued. The board discussed in detail how to identify homeowners accessing the lakes and where they can access. An access map for every property owner is needed. Town staff will develop a plan on updating signage and providing a QR codes explaining how to obtain a permit for lake access and fishing.

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- b. Willow Run Neighborhood Association (WRNA) communication – The board will continue to utilize the neighborhood association to help disseminate important information. Mr. May could also speak to the association on behalf of the board if requested or needed.

VII. **Clerk Report** – None

VIII. **For the Good of the Order**

- a. Next meeting – **August 20, 2024**

IX. **Adjournment** – Jeff Rawls moved to adjourn. Motion was seconded by Denise Criss and motion passed unanimously.

ATTEST:

Philip May, Chair

Dora K. Moore, Town Clerk