



**Kalamazoo Lake Sewer & Water Authority
Minutes of Special Meeting
October 10, 2025 1:30 p.m.
KLSWA Offices**

1. Call to Order: Abby Bigford, Vice-Chair, called meeting to order at 1:30 P.M.
2. Roll Call: Present: Bigford, Clark, Freeman, Johnson, Ludwick Absent: None
Staff Present: Interim Manager Bajc
3. Approval of Agenda: Motion to approve agenda as presented by Clark; support by Ludwick. Motion carried unanimously
4. Public Comments: No Public in attendance.
5. New Business: None
6. Old Business
 - 1) Administrator Hiring Committee – Job Description was presented by Freeman for final edits. Freeman discussed changing job title in job description to “Administrator” and added the following data points: number of staff members, number of gallons of daily capacity of plant. Clark requested several terms of “manage” be replaced with “responsible for” or “oversee”. Johnson requested the Bachelors Degree requirement be removed and the salary range lowered. This request was denied by the Board as it does not align with the position level to be posted.

Motion to approve Job Description as amended by Bigford, support by Freeman. Role call vote: Bigford, Yes Clark, Yes Freeman, Yes Johnson, No Ludwick, Yes Motion carries 4 yeas, 1 no

Meeting unanimously adjourned at 2:33 P.M.

Abby Bigford
Chair

Joe Clark
Vice Chair

Greg Freeman
Secretary-Treasurer