



**Kalamazoo Lake Sewer & Water Authority
Regular Commission Meeting
Monday, October 27, 2025, at 11:00 A.M.
KLSWA Office
Meeting held in person**

- 1) **Call to Order:** 11:00am

- 2) **Roll Call:**
Present: Ludwick, Freeman, Clark, Johnson
Absent: Bigford
Also Present: Interim Manager Bajc, Secretary Vink, Authority Attorney Nettleton

- 3) **Approval of Agenda**
A Motion was made by Clark to approve the agenda as amended to include 5b. "Election of Officers."
Supported by Johnson.
Discussion: None.
Motion carried unanimously via voice vote.

- 4) **Public Comment:** None
The Board requests that speakers respect the three-minute time limit for individual comments and the five-minute limit for those speaking on behalf of a group. This is not a question-and-answer session, but an opportunity to share your thoughts with the Board.

- 5) **New Business**
 - a) **Resignation of Chair, Abby Bigford**
A Motion was made by Johnson to accept Bigford's resignation. Supported by Freeman.
Motion carried unanimously via voice vote.
Saugatuck Township appointee to the Commission, Daniel DeFranco, was sworn in as a KLSWA Commissioner
 - b) **Election of officers**
A Motion was made by Johnson to nominate Clark for Chair position. Supported by Freeman.
Discussion: None.
Motion carried unanimously via voice vote.
A Motion was made by Johnson to nominate DeFranco for Vice Chair position. Supported by Clark.
Discussion: None.
Motion carried unanimously via voice vote.
 - c) **Candidate interview for KLSWA administrator**
A Motion was made by Johnson for the KLSWA Chair and Vice Chair to meet with Howard Fink to draft an interim administrator employment agreement to be reviewed by the Authority's legal counsel, and authorize the Authority's legal counsel to undertake a background check, all for consideration by the Authority's Board of Directors. Supported by Ludwick.
Discussion: Summarized tenets of urgency surrounding placement of interim administrator, candidate
Howard Fink spoke of his approach to leadership
Motion carried via voice vote of four to one.



d) Review recruitment process for permanent administrator

A Motion was made by Freeman to authorize and direct chair to execute contract with Walsh Municipal Services in consultation with Mika Meyers. Supported by DeFranco.

Discussion: Freeman reviewed recruiting vendor summary and recommended Walsh Municipal Services. Motion carried unanimously via voice vote.

e) Establish workshop schedule

Discussion: Commission to meet biweekly in accordance with OMA requirements for special meetings with the first workshop taking place on November 10, 2025 at 1:00pm.

Motion carried unanimously via voice vote.

6) Old Business: none

7) Meeting Adjourn: 1:17pm

Meeting Schedule – The next regular meeting, held on the third Monday of each month, is scheduled for November 17, 2025 at 10:00 A.M.