



**Kalamazoo Lake Sewer & Water Authority
Special Commission Meeting
Wednesday, December 3rd, 2025 at 5 P.M.
KLSWA Office
Meeting held in person**

a. Call to Order: 5:00 pm

b. Roll Call:

Present: Ludwick, Freeman, DeFranco, Clark, Johnson

Absent: None

Also Present: Interim Administrator Fink; Kaz Bajc (left around 5:30 pm)

c. Approval of Agenda

A Motion was made by DeFranco to add Commission Comments to the agenda. Supported by Johnson

Discussion: None.

Motion carried unanimously via Voice Vote

A Motion was made by Johnson to add the managers' report to the agenda. Supported by Greg Freeman.

Motion carried unanimously via voice vote.

A motion was made by Freeman to add review of the recruitment process to the agenda. Second by DeFranco.

Motion carried unanimously via voice vote.

d. 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.

e. Consent Agenda

Consent agendas are considered routine by the Board and will be enacted with a single motion. There will be no separate discussion of these items. If discussion is needed on any item, it will be removed from the consent agenda and considered separately.

A Motion was made by DeFranco to approve the consent agenda as amended with the addition of a summary page for the previous meeting minutes. Supported by Ludwick.

Discussion: DeFranco explained such a summary page was required under the bylaws and should be consistent with the minutes.

Motion carried 3-2 via Roll Call Vote. Commission Clark and Johnson abstained.

f. Reports

a) Manager Report

Administrator Fink informed the board of his thoughts surrounding the Northern Lights Billing situation and the Authority website.



g. New Business

a) Authority Structure

Chair Joe Clark explained that he wants to keep this topic on the agenda as a placeholder and reminder that the Board needs to be keeping up to speed on this topic, which includes work on the new Water Agreement, and material presented by Andy Campbell.

h. Old Business

a) Review of recruitment process. A Motion was made by Freeman to review Administrator candidate resumes at the regular meeting on December 15. Supported by DeFranco. Unanimous support.

b) By-Law review. The Board reviewed the draft By-laws from Mark Nettleton of Mika Myers and returned same, with comments, for him to provide a revised draft.

c) 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.

d) A motion was made by DeFranco, supported by Johnson, to add Section 8, Commissioner's Comments to the Agenda. Motion passed unanimously by voice vote.

e) Meeting Adjourn at 7:26 PM.

Meeting Schedule – The next regular meeting, held on the third Monday of each month, is scheduled for December 15 at 10:00 A.M.

Recording Secretary _____ Date _____



MOTIONS

- 1) A Motion was made by DeFranco to add Commission Comments to the agenda. Supported by Johnson
Discussion: None.
Motion carried unanimously via Voice Vote
- 2) A Motion was made by Johnson to add the managers' report to the agenda. Supported by Freeman. Motion carried unanimously via voice vote.
- 3) A motion was made by Freeman to add review of the recruitment process to the agenda. Second by DeFranco. Motion carried unanimously via voice vote.
- 4) A Motion was made by DeFranco to approve the consent agenda as amended with the addition of a summary page for the previous meeting minutes. Supported by Ludwick.
Discussion: DeFranco explained such a summary page was required under the bylaws and should be consistent with the minutes.
Motion carried 3-2 via Roll Call Vote. Commission Clark and Johnson abstained.
- 5) A Motion was made by Freeman to review Administrator candidate resumes at the regular meeting on December 15. Supported by DeFranco. Unanimous support.
- 6) A motion was made by DeFranco, supported by Johnson, to add Section 8, Commissioner's Comments to the Agenda. Motion passed unanimously by voice vote.