

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room F
12220 Fillmore Street, West Olive, MI 49460
Thursday, April 3, 2025, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the April 3, 2025 Meeting
5. Approval of the [Minutes](#) from the February 13, 2025 Meeting
6. Old Business

A. RLF Implementation Update (Standing Quarterly Agenda Item)

B. Small Footprints Homes Project Update

Note: As part of public comment, commentators, if they choose, may provide a response to this question posed by the Commission: *Would you say that building smaller homes (1000 square feet and less, and on smaller lots such as under 3,000 square feet) throughout the County is a desirable solution to housing affordability?*

7. New Business
8. Public Comments
9. Other Business/Discussion Items
 - A. 2025 Housing Needs Assessment: Data Release Event – June 17 at 8:30am (Fillmore Complex)
 - B. Next Meeting: May 1, 2025 (10:00 a.m.)
10. Adjournment

OTTAWA COUNTY HOUSING COMMISSION

DATE: February 13, 2025

PLACE: Ottawa County Fillmore Complex, Conference Room F

PRESENT: Pat Harmon, Klynt Marcusse, Jared Schuitema, Doug Zylstra

ABSENT: Holly Cole

STAFF: Matt Daub, Ron Frantz, Rich Lakeberg, Paul Sachs, Pam VanderMolen, Kylie Vosburg

PUBLIC: Jose Capeles, Chris Crothers, Steve Grose, Nick Rolinski, Dave Rozman

CALL TO ORDER

President Schuitema called the meeting to order at 9:00 a.m. A quorum was present to do business.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA AND MINUTES

HC 25-01 Zylstra moved to approve the Agenda for February 13, 2025. The motion passed.
UNANIMOUS

HC 25-02 Harmon moved to approve the Minutes from November 7, 2024. The motion passed.
UNANIMOUS

ELECTION OF OFFICERS

HC 25-03 Harmon nominated Jared Schuitema as President.
There were no additional nominations.
The motion passes as shown by the following votes: Yeas: Harmon, Marcusse, Schuitema, Zylstra (4)
UNANIMOUS

HC 25-04 Zylstra nominated Holly Cole as Vice President.
There were no additional nominations.
The motion passes as shown by the following votes: Yeas: Harmon, Marcusse, Schuitema, Zylstra (4)
UNANIMOUS

HC 25-05 Schuitema delegated the duties and responsibilities of the Secretary to the Interim County Administrator.
The motion passes as shown by the following votes: Yeas: Harmon, Marcusse, Schuitema, Zylstra (4)
UNANIMOUS

(The Interim Deputy County Administrator, Ron Frantz, verbally assigned them to Pamela VanderMolen following the motion).

ANNUAL REVIEW

HC 25-06 Zylstra moved to approve the Rules of Procedure (i.e. Bylaws). The motion passed.
UNANIMOUS

Frantz had recommended striking “subject to the ratification of the Ottawa County Board of Commissioners,” from the membership appointment paragraph. The Commission discussed and decided to approve as written for now and if/when the Board of Commissioners chooses to revise the Ordinance then this Commission can follow suit with revising said Bylaws.

The Commissioners each signed the conflict of interest.

OLD BUSINESS

Sachs informed the Commission due to today’s wintery roads keeping Chris Uhl on the opposite side of the state, the quarterly RLF Implementation Update will be moved to next month’s agenda.

Jose Capeles presented an update on the Grand Rapids Housing Commission.

Daub and Rolinski provided an overview on the progress of the Small Footprint Homes Concept. The Commission provided their feedback on the costing sheets that were distributed in January. Discussions included attic space, tall truss heels, modular vs. stick-build, ADUs (assessor dwelling unit), emerging partnerships, and the need for site research. Rolinski will reach out to his colleagues regarding modulars.

NEW BUSINESS

Sachs provided a handout from Good Samaritan Ministries regarding the Eviction Prevention Program. Sachs stated that collaboration efforts are underway to assess the long-term viability of this program.

PUBLIC COMMENTS

Public comments were made by the following:

1. Steve Grose
2. Dave Rozman
3. Chris Crothers
4. Nick Rolinski

ADJOURNMENT

HC 25-07 Schuitema moved to adjourn the meeting at 10:29 a.m. The motion passed.
UNANIMOUS