

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room F
12220 Fillmore Street, West Olive, MI 49460
Thursday, August 7, 2025, 8:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the August 7, 2025 Meeting
5. Approval of the [Minutes](#) from the July 10, 2025 Meeting
6. Old Business
 - A. Small Footprints Homes Project Update
7. New Business
 - A. Election of Vice President
8. Public Comments
9. Other Business/Discussion Items
 - A. Next Meeting: September 4, 2025 (10:00 a.m.)
10. Adjournment

OTTAWA COUNTY HOUSING COMMISSION

DATE: July 10, 2025

PLACE: Ottawa County Fillmore Complex, Conference Room F

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

ABSENT: None

STAFF: Matt Daub, Ron Frantz, Rich Lakeberg, Joe Pierce, Paul Sachs, Pam VanderMolen

PUBLIC: Tim Anema, Steve Grose, Bob Karsten, Mike Lowery, Nick Rolinski, Chris Uhl, Bob Wright

CALL TO ORDER

President Schuitema called the meeting to order at 10:00 a.m. A quorum was present to do business.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA AND MINUTES

HC 25-14 Harmon moved to approve the Agenda for July 10, 2025. The motion passed.
UNANIMOUS

HC 25-15 Marcusse moved to approve the Minutes from May 16, 2025. The motion passed.
UNANIMOUS

OLD BUSINESS

Uhl (IFF) presented an update on the Revolving Loan Fund.

Daub and Rolinski provided an overview on the progress of the Small Footprint Homes Concept. Discussions included water/septic, rafter tail truss design options, and roof venting options.

NEW BUSINESS

Sachs presented a brief overview of the 2025 Housing Needs Assessment data that Ryan Kilpatrick shared during the data release event that occurred on June 17, 2025. Sachs commented that housing for the aging and disabled need to be brought to the forefront. Harmon initiated a discussion regarding senior living centers that include recreation centers.

The Commission discussed the recent change to the Ordinance approved by the Board of Commissioners and decided there was no need to ratify the change. Frantz recommended the Commission align the Bylaws with the Ordinance.

HC 25-16 Harmon moved to approve the Bylaws as proposed. The motion passed.

President Schuitema informed the Commissioners that Holly Cole has resigned her seat on the Housing Commission. Frantz informed the Commission that the Appointment & Alignment Committee will be reviewing applications (currently 12 applicants) during their meeting next week and interviews will likely be scheduled for selected applicants following that meeting. The Commission discussed and agreed that an applicant with a background in either lending/banking and/or zoning board of appeals could be beneficial to this Commission. Frantz recommended sending a note to Josh Brugger (Appointment & Alignment Committee Chair). Sachs will send an email to Brugger.

PUBLIC COMMENTS

None

OTHER BUSINESS/DISCUSSION ITEMS

President Schuitema stated that the next Housing Commission meeting is scheduled for Thursday, August 7, 2025.

ADJOURNMENT

HC 25-17 President Schuitema moved to adjourn the meeting at 11:08 a.m. The motion passed.
UNANIMOUS