Agenda
Appointment and Alignment Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore Street, West Olive, MI 49460
Tuesday, September 23, 2025, at 5:30 p.m.

Public Comment

Approval of Agenda

Consent Resolutions:

1. Approval of Minutes from the August 12, 2025, Appointment and Alignment Committee meeting.

Agenda and Action Requests:

1. Economic Development Corporation & Brownfield Redevelopment Authority Appointment
   Suggested Motion:
   To place into nomination and forward to the Board Chairperson the names of:

   Calvin Brinks Christopher Bennett Jack VanderMeulen

   and to select one (1) to fill one (1) Economic Development Corporation & Brownfield Redevelopment Authority Director vacancy for one term beginning immediately and ending December 31, 2025.

Discussion Items:

1. Update from Staff

Public Comment

Adjournment at Call of Chairperson

Note: Public comments on the day's business are to be limited to three (3) minutes.

APPOINTMENT & ALIGNMENT COMMITTEE

Proposed Minutes

DATE: August 12, 2025

TIME: 12:13 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jordan Jorritsma, Douglas Zylstra, Josh Brugger, Allison Miedema. (4)

ABSENT: Philip Kuyers. (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

AA 25-034 Motion: To approve the agenda of today.
Moved by: Zylstra UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

AA 25-035 Motion: To approve the minutes from the July 15, 2025, Appointment & Alignment Committee meeting.
Moved by: Jorritsma UNANIMOUS

SUBJECT: HOUSING COMMISSION APPOINTMENT

AA 25-036 Motion: To place into nomination the names of:

Joseph Alfonso	Christopher Bennett	Rebecca Patrick
Andrew Rienstra-Ehlers	Calvin Brinks	Josh Ribbens
Jack VanderMeulen	Sharon Kozak	Nathan Slauer
Kenneth Brune	Christian Kleinjans	Orlando Estrada

and to select one (1) to fill one (1) Housing Commission Member vacancy beginning immediately and ending December 31, 2025 and to recommend the Board Chairperson to appoint the same individual to serve a successive term starting January 1, 2026, and ending December 31, 2030.
Moved by: Jorritsma UNANIMOUS

AA 25-037 Motion: To recommend to the Board Chairperson the following four (4) candidates as the top candidates from the Appointment and Alignment Committee:

Jack VanderMeulen	Calvin Brinks
Kenneth Brune	Christopher Bennett

Moved by: Zylstra UNANIMOUS

SUBJECT: APPOINTMENTS TO BOARDS AND COMMISSIONS POLICY

AA 25-037 Motion: To approve and forward policy update recommendations on the Appointments to Boards and Commissions Policy to the Planning & Policy Committee.
Moved by: Zylstra UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Proposed procedural changes to Appointments to Boards and Commissions Policy section IV-this was discussed during motion AA 25-037.
2. Update from staff- Interim Deputy Administrator Ron Frantz gave several updates.
3. 2026 Seat Vacancies and Interview Timeslots-Brief discussion took place on when interviews should take place.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 1:33 p.m.

Action Request

Committee:	Appointment & Alignment Committee
Meeting Date:	09/23/2025
Requesting Department:	Administration
Submitted By:	Stephanie Roelofs
Agenda Item:	Economic Development Corporation & Brownfield Redevelopment Authority Appointment

Suggested Motion:

To place into nomination and forward to the Board Chairperson the names of:
Calvin Brinks
Christopher Bennett
Jack VanderMeulen
and to select one (1) to fill one (1) Economic Development Corporation & Brownfield Redevelopment Authority Director seat vacancy for one term beginning immediately and ending December 31, 2025.

Summary of Request:

Financial Information:

Total Cost: $0.00	General Fund Cost: $0.00	Included in Budget:	☐ Yes	☐ No	☑ N/A

If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☑ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Administration: ☑ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Calvin Brinks

Committee: Ottawa County Economic Development Corporation & Brownfield Redevelopment Authority

Seat: Director

Education

School

Calvin College

Degree

Bachelor of Arts degree in Organizational Leadership,

School

NA

Degree

NA

Employment Background

Current Employer

Retired 01.01.2024

Position

NA

Responsibilities: *(Max length: 1000)*

NA

Previous Employer

County of Kent, Grand Rapids, Michigan

Position

Purchasing/Fleet Manager

Responsibilities: *(Max length: 1000)*

* Supervision all procurement activity and related staff.
* Recommend and the execution of procedures and policies.
* Representing Purchasing Division at public meetings and supplier outreach initiatives.
* Administrator of and County liaison to the Kent County Fire Commission Board.
* Developed technical systems and business processes that increased efficiency by over 20%. Purchase all technology and administrative related commodities.
* Individually meet with key staff for most County Departments annually.
* Subject Matter Export (SME) for the County Financial and Imaging software purchasing modules.
* Manage selling of all County surplus and assets that has doubled the net proceeds.
* Oversight of County Fleet Services for over 300 vehicles and equipment

Other Information

How many years have you lived in Ottawa County?

32

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

(●) Yes ( ) No

If yes, please describe: *Max length: 500*

Sandra Brinks, Ottawa County Fiscal Services
Kathryn Brinks, Kent County Prosecutor's Office

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I am experienced working with government and non-profit boards. This experience includes public presentations and reporting at the Kent County Board of Commissioners, Finance Committee, and Public Works Board meetings. I served as the Kent County liaison and administrator to the Kent County Fire Commission. The Kent County Fire Commission is responsible for engaging with fire departments across the county, working with emergency services, assisting with purchasing new equipment, and fostering community engagement in safety initiatives and programs. I also served on the Michigan Public Purchasing Officers Association and West Michigan Public Purchasing Alliance boards. Currently, I am providing facilitation consulting services to the Lowell Area Fire & Emergency Services Board assisting in developing a long-range fire department strategic plan for the City of Lowell, Lowell Charter Township and Vergennes Township.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

- (●) Yes
- ( ) No

If no, please explain. *Max length: 1000.*

NA

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

Serving on the Economic Development Corporation and Brownfield Redevelopment Authority aligns with my experience in public service and my commitment to addressing revitalization, redevelopment, and reuse of Ottawa County properties and economic development proactively. I am experienced interacting with both residents and public officials and understand Federal and State grants. Additionally, I am familiar with and comfortable working within established policies and procedures. Serving allows me to use this public experience to contribute to developing strategic solutions for Ottawa County. I am sensitive to the needs of individuals and industries in our community and have a passion to serve Ottawa County in this capacity while utilizing my experience, strengths of discernment and strategic vision. Having recently retired, I am available to serve on this committee effectively.

Christopher Bennett

Committee: Ottawa County Economic Development Corporation & Brownfield Redevelopment Authority

Seat: Director

Education

School

Grand Valley State University

Degree

Bachelor's of Science (Psychology)

School

Midland High School

Degree

General Educaton

Employment Background

Current Employer

Enterprise Community Partners

Position

Real Estate Development Analyst

Responsibilities: *(Max length: 1000)*

-Maintain strong working relationships with originator staff to understand the needs, preferences, and objectives for each Low Income Housing Tax Credit (LIHTC) deal.
-Conduct due diligence on each deal to identify any potential credit or underwriting issues early in the process. Collaborate with originators and underwriting teams to mitigate concerns & enhance deal viability to attract investors.
-Coordinate with originators to post deals for review by the Deal Screening Committee.
-Review incoming Request for Proposals from developers & manage project deadlines.

Previous Employer

Dwelling Place of Grand Rapids Nonprofit Housing C

Position

Director of Housing and Community Development

Responsibilities: *(Max length: 1000)*

-Engagement with Board and committee members to communicate current production pipeline, project status, and overall development planning.
-Oversight of multiple LIHTC projects, including both new construction & preservation deals. Production of over 500 units of affordable housing financed through the LIHTC program from 2014 to 2023.
-Supervision & oversight of multiple staff, providing direction & mentorship in various areas of affordable housing financing, project management, and communication.

Other Information

How many years have you lived in Ottawa County?

29

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

- ○ Yes
- ◉ No

If yes, please describe: *Max length: 500*

N/A

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I am currently serving on the board for Community Action House, a non-profit organization in Holland, MI.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

- (●) Yes
- ( ) No

If no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

My background in housing development, specifically affordable housing development, has given me a good amount of experience in navigating complicated funding structures and requirements. Years of work in land acquisition, construction oversight, and various funding requirements have given me a dynamic understanding of this work. As an Ottawa County resident, I'd like to help my community and provide assistance to development initiatives that strengthen the community.

Jack Alan VanderMeulen

Committee: Ottawa County Economic Development Corporation & Brownfield Redevelopment Authority

Seat: Director

Education

School

Holland Christian High School

Degree

General

School

N/A

Degree

N/A

Employment Background

Current Employer

VanderMeulen Builders

Position

Chair of the Board

Responsibilities: *(Max length: 1000)*

Provide management guidance for operations and strategic advice. Prior to partial retirement, President of the Company.

Previous Employer

N/A

Position

N/A

Responsibilities: *(Max length: 1000)*

N/A

Other Information

How many years have you lived in Ottawa County?

70

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

- ○ Yes
- ◉ No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

Currently on Holland Township Planning Commission (vice chair and secretary) - for more than 20 years and Holland Township zoning Board of Appeals (member). Also currently serve on board of directors for Jubilee Ministries. Past roles have included 3 terms as President of the Lakeshore Home Builders Association, President of the Michigan Homes Builders Association.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

- (●) Yes
- ( ) No

If no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

I am very interested in how we meet the needs of the entire community for housing. In order to meet the expanding needs, we will need to look at all available options, including brownfield development, various types of development including single family homes, duplexes, townhomes, apartments, and small homes. I want to be able to speak to the complexity of these issues and make a positive difference to the county that I've lived in my entire life.