

**OTTAWA COUNTY HOUSING COMMISSION**

DATE: January 8, 2026

PLACE: Ottawa County Fillmore Complex, Conference Room F

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

ABSENT: None

STAFF: Cheryl Clark, Matt Daub, Becky Huttenga, Rich Lakeberg, Joe Pierce, Paul Sachs, Pam VanderMolen (virtual), Marley Wolff

PUBLIC: John Bitely, Arlene Clark (virtual), Christina Fort, Steve Grose, Erin Kamphuis, Randy Kortering, Allison Miedema, Kay LeMieux, Alec Miller, Tom Reinsma, Nick Rolinski, Dave Rozman, Sarah Steffens, Scott Sterenberg, Meika Weiss, *and other attendees that did not sign-in*

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 26-01 Marcusse moved to approve the Agenda for January 8, 2026. The motion passed.  
UNANIMOUS

HC 26-02 Harmon moved to approve the Minutes from December 4, 2025. The motion passed.  
UNANIMOUS

ELECTION OF OFFICERS

President Schuitema opened the floor for nominations for President of the Ottawa County Housing Commission.

HC 26-03 Zylstra moved to nominate Pat Harmon as President.

HC 26-04 Marcusse moved to nominate Jared Schuitema as President.

Roll Call Vote for President:

|               |                     |                |
|---------------|---------------------|----------------|
| Brune-Harmon  | Marcusse-Schuitema  | Zylstra-Harmon |
| Harmon-Harmon | Schuitema-Schuitema |                |

With 3 votes, Pat Harmon was declared President of the Ottawa County Housing Commission

President opened the floor for nominations for the Vice President of the Ottawa County Housing Commission.

HC 26-05 Zylstra moved to nominate Klynt Marcusse as Vice President.

There were no additional nominations.

Roll Call Vote for Vice President:

|                 |                    |                  |
|-----------------|--------------------|------------------|
| Brune-Marcusse  | Marcusse-Marcusse  | Zylstra-Marcusse |
| Harmon-Marcusse | Schuitema-Marcusse |                  |

With 5 votes, Klynt Marcusse was declared Vice President of the Ottawa County Housing Commission

President Harmon opened the floor for nominations for the Secretary of the Ottawa County Housing Commission. Sachs reminded the Commissioners that they could delegate the duties and responsibilities of Secretary to the County Administrator, whom can assign them to Ottawa County staff at their discretion.

HC 26-06 Zylstra nominated Patrick Waterman (County Administrator to be delegated the duties and responsibilities of the Secretary).

There were no additional nominations.

Roll Call Vote for Secretary:

|                 |                    |                  |
|-----------------|--------------------|------------------|
| Brune-Waterman  | Marcusse-Waterman  | Zylstra-Waterman |
| Harmon-Waterman | Schuitema-Waterman |                  |

With 5 votes, Patrick Waterman was delegated the Duties and responsibilities of the Secretary of the Ottawa County Housing Commission

(Patrick Waterman, verbally assigned them to the Department of Strategic Impact following the meeting).

OLD BUSINESS

Zylstra thanked everyone for their work on the Small Footprints Homes Initiative. Paul Sachs, Nick Roliski, and Matt Daub provided comments on the finalization of the design plans. Rich Lakeberg showed the Commission the finalized website that is now live ([miottawa.org/small-footprint](http://miottawa.org/small-footprint)) noting that the interior renderings were all provided by Katie Crothers. Sachs stated that the opportunity to start conversations with local municipalities regarding zoning to allow for these types of homes to be built has begun by providing these plans. Sachs informed the Commission that a press release will be sent out this week.

Sachs reminded the Commissioners that the Housing Commission preferred to garner input from local housing stakeholders and utilize that information at the Housing Commission's upcoming February Strategic Planning Session and then provide the findings to the Board of Commissioner's for their upcoming March Strategic Planning Session. Joe Pierce provided an overview of the survey that will be sent to local housing stakeholders, the methodology of analyzing the data, and the timeline of the survey. The Commission discussed and provided feedback including suggesting a late-February Housing Commission meeting to review the Strategic Plan prepared following the February 5 Strategic Planning Session prior to distributing to the Board of Commissioners. Staff agreed.

NEW BUSINESS

Zylstra handed out a memo written by himself and Josh Brugger that was provided to the Board of Commissioners regarding suggested changes to the Housing Commission Structure. Zylstra provided a brief overview of the suggested changes. The Commission discussed the suggested changes and determined they would all provide their input by Wednesday, January 14.

PUBLIC COMMENTS

Public comments were made by the following:

1. Tom Reinsma
2. Randy Kortering
3. John Bitely

OTHER BUSINESS/DISCUSSION ITEMS

Sachs informed the Commission that VanderMolen will email them copies of the Bylaws and Conflict of Interest following today's meeting and therefore the annual review will be on next month's agenda.

President Harmon stated that the next Housing Commission meeting is scheduled for Thursday, February 5. Sachs stated that staff are looking at a more spacious conference room for the Strategic Planning Session (February 5) and will notify the Commission of any location changes.

Rolinski reminded the Commission of a previously extended invitation to attend the Holland Planning Commission meeting on Tuesday, January 13 (5:00pm) and show their support of the Hope Ridge project.

ADJOURNMENT

HC 26-07      Zylstra moved to adjourn the meeting at 11:10 a.m. The motion passed.

UNANIMOUS