

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room E
12220 Fillmore Street, West Olive, MI 49460
Thursday, February 5, 2026, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the February 5, 2026 Meeting
5. Approval of the [Minutes](#) from the January 8, 2026 Meeting
6. Annual Review

A. [Rules of Procedure \(i.e. Bylaws\)](#)

Motion: To approve the Rules of Procedure (i.e. Bylaws)

B. [Conflict of Interest](#)

7. Old Business
 - A. Small Footprints Homes Initiative
 - I. Designs Release Update

8. New Business
 - A. Strategic Planning
 - I. Results of Housing Survey
 - II. Facilitated Strategic Planning Session

9. Public Comments

10. Other Business/Discussion Items
 - A. Special Meeting: February 17, 2026 (10:00 a.m.)
 - B. Next Regular Meeting: March 5, 2026 (10:00 a.m.)

11. Adjournment

UNOFFICIAL MINUTES

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.

UNOFFICIAL MINUTES

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) 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.

UNOFFICIAL MINUTESNEW 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



COUNTY OF OTTAWA HOUSING COMMISSION

Rules of Procedure (i.e. By-Laws)

Article I – The Commission

Michigan Counties have been delegated the right to create 5-member county housing commission. See MCL §125.653(3)(d) (“Act”).

Name of Commission

The name of the Commission shall be the “Ottawa County Housing Commission.”

Offices of the Commission

The offices of the Commission shall be at 12220 Fillmore Street, West Olive, Michigan, but the Commission may hold meetings at such other place or places as it may from time to time designate.

Pursuant to MCL §125.653, the Chairperson of the Ottawa County Board of Commissioners shall perform all of the duties relative to the Housing Commission that are to be performed by the chief administrative officer of a city or village under the Act relative to a local housing commission.

Membership

Appointment

The Chairperson of the Ottawa County Board of Commissioners shall appoint the members of the Housing Commission to 5-year terms, with the first members of the Housing Commission receiving staggered terms.

Resignation

Any member desiring to resign from the Commission shall submit a written or oral resignation to the Commission or to the County Board of Commissioners.

Removal

At the request of the Commission President, the Ottawa County Board of Commissioners may remove any member of the Housing Commission for any reason.

Removal for Absenteeism

A member shall be removed from the Commission without vote for the following:

- I. Failure to attend less than 75% of all meetings without excuse of the Commission President within one (1) calendar year. Such removal shall be documented and a letter sent to the removed member explaining the reason

for removal. A photocopy of the removal letter shall be forwarded to the Ottawa County Board of Commissioners.

Article II – Officers

The officers of the Commission shall be a President, Vice-President and Secretary. No one person may hold more than one office at any one time.

Duties, Responsibilities and Elections

President

The President shall preside at all meetings of the Commission. At each meeting the President shall submit such recommendations and information as he or she considers appropriate concerning the business, affairs, and policies of the Commission.

Vice-President

The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Commission shall select a new President.

Secretary

The Secretary shall notice the meetings of the Commission in compliance with the Open Meetings Act and keep the records of the Commission and record all votes, and keep the proceedings of the Commission in a journal, and shall perform all duties incident to the office of Secretary. The duties and responsibilities of the Secretary may be delegated to the County Administrator, who may assign them to Ottawa County staff in his or her discretion.

Additional Duties

Members of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, By-Laws, rules and regulations of the U.S. Department of Housing and Urban Development. Additionally, pursuant to authorizing statute, the Housing Commission shall make an annual report of its activities to the County Board of Commissioners, and shall make other reports as the County Board of Commissioners may from time to time require.

Committees and Subcommittees

Committees and subcommittees may be formed from time to time as needs require, with the consent of the Commission. Such committees and subcommittees shall consist of not more than two (2) Commission members. Such committees and subcommittees shall not

perform official action on behalf of the Commission, but shall be empowered to perform research and present recommendations to the Commission as a whole.

Elections and Appointments

The President, Vice-President and Secretary shall be elected at the annual meeting of the Commission from among members of the Commission, and shall hold office for one year or until their successors are elected and qualified. The elections shall be by roll call vote.

Vacancies

Should the offices of President, Vice-Chair or Secretary become vacant, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

Article III – Purpose and Restrictions

The Housing Commission shall have the powers, duties and responsibilities conferred by the Housing Commission Ordinance, MCL 125.651, et seq., or otherwise by federal and/or state statute, except for the following:

Debt

The Housing Commission shall have no authority to assume debt or issue bonds or notes in its name or the name of Ottawa County, without the formal approval of the Ottawa County Board of Commissioners for each specific debt instrument. In no event, may the Housing Commission incur any liability for the general or other funds of Ottawa County.

Operating Restrictions

The Housing Commission may not operate within any incorporated area within Ottawa County without a contract authorizing such operation that is approved by the Housing Commission, Ottawa County Board of Commissioners and the incorporated unit of government's legislative body. Such a contract, however, may not confer any authority restricted by this Ordinance. Moreover, such a contract must require the Housing Commission to comply with local zoning, unless otherwise agreed to by the local unit's legislative body.

Acquisition of Interest

The Housing Commission shall have no authority to acquire any interest in real estate, whether by lease, fee or other contract, without the formal approval of the Ottawa County Board of Commissioners for each specific acquisition.

Article IV – Meetings

Meeting Procedures

All regular and special meetings of the Commission shall be conducted according to the Open Meetings Act and the rules contained in Robert's Rules of Order.

Annual Meeting

The annual meeting of the Commission shall be the first meeting that occurs after January 1 of each year. During the annual meeting the Commission shall elect officers and review its By-Laws.

Regular Meetings

Notice of regular meetings shall be posted in accordance with the Open Meetings Act, MCL 15.251 et seq. The notice of the meeting shall contain the date, time, location of the meeting, and an agenda, which shall list all normal business that the Commission reasonably expects to address during the meeting. The meeting shall be open to the public, and persons receiving services managed by the Commission shall be encouraged by the Commission to attend.

Special Meetings

The President of the Commission may, when he or she deems necessary, call a special meeting of the Commission for the purpose of transacting Commission business. During an emergency, Commission members may call a special meeting in the absence of the President. Notice of the special meeting shall be posted in accordance with the Open Meetings Act. The notice of the meeting shall contain the date, time, location of the meeting, and an agenda, which shall list all business that the Commission reasonably expects to address during the meeting.

Quorum and Presence

At all meetings of the Commission, three (3) members of the Commission shall constitute a quorum for the purpose of transacting business; providing that a smaller number may meet informally and adjourn to some other time or until a quorum is obtained. However, no official business or action may be taken until a quorum is present. With the permission of the Commission President, pursuant to MCL 15.263, a member may participate by telephone or electronically and may be counted as present for purposes of establishing a quorum and for voting.

Resolutions

Actions internal to the Commission may occur on oral motions. All actions involving third parties or implementing the tasks assigned to the Commission in the Ordinance shall be by written resolutions entered into a journal of the proceedings of the Commission. All

motions may occur by voice “yes,” “no,” or “abstain” vote. Resolutions must be approved upon roll call vote with the votes of individual Commission members shall be entered into a journal of the proceedings of the Commission. The Board Chair shall make the final determination as to whether an action requires a motion or resolution.

Manner of Voting

Unless otherwise provided above, the voting on all questions coming before the Commission shall be by voice “yes,” “no,” or “abstaining” vote or by roll call vote at the call of the Commission President. Approving, dissenting, and abstaining votes shall be entered into the journal of the meetings, except where the vote is unanimous it shall only be necessary to so state. Unless waived by a majority of members present, business requiring a vote must appear on the previously published agenda of each meeting.

Official Action

Except as otherwise provided in these By-Laws or by law, the vote of a majority of the Commissioners present at a regular or special meeting in which a quorum is present shall constitute an official action by the Commission.

Article VI – Approval and Amendments**Approval of By-Laws**

These By-Laws must be approved by at least 3 members of the Commission at a meeting held after thirty (30) days written notice of the proposed By-Laws to all Commission members.

Amendments to By-Laws

The By-Laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or special meeting called after thirty (30) days written notice of the proposed Amendments to these By-Laws to all Commission members.

Ottawa County Housing Authority Conflict of Interest Policy

OTTAWA COUNTY HOUSING COMMISSION CONFLICT OF INTEREST POLICY

To be Reviewed and Signed at Each Annual Meeting

Scope: This Policy applies to any member (hereinafter "Individual") of the Ottawa County Housing Commission (hereinafter "OCHC").

Definitions: The following terms used in this Policy have the meanings ascribed below:

"Financial Interest" means any employment compensation, shareholder interest, equity interest, profit sharing arrangement, or any other compensation arrangement.

"Family Member" means the Individual's parents, spouse, siblings, children, or grandchildren.

"Contract" means a written or oral agreement, including employment agreement, involving an Individual, Family Member or any legal entity in which the Individual and/or Family Member has a Financial Interest.

"Promptly" means as soon as possible prior to the formation of the Contract if the Financial Interest exists, or within 10 days of the development of a Financial Interest.

Reporting: Every Individual shall Promptly report in writing to the Ottawa County Administrator the existence and nature of any known Financial Interest that he or she or any Family Member possesses in any Contract in which the OCHC is a party or a potential party. In the event that the Ottawa County Administrator or his or her Family Member possesses a known Financial Interest in any Contract to which the OCHC is a party or a potential party, the County Administrator shall Promptly report the aforementioned Financial Interest, including the nature of that interest, to the Chairperson of the Ottawa County Board of Commissioners.

Restriction: The OCHC shall have the right to require any Individual to terminate his or her relationship with the OCHC, unless a Financial Interest or the Family Member's Financial Interest is terminated. The OCHC further retains the right to impose other restrictions designed to minimize or neutralize any potential conflict of interest due to the Financial Interest.

Individual Statement:

I have read this Policy and by my signature below I confirm my compliance with it.

Signature: _____

Date: _____

Name (typed or printed): _____