

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room F
12220 Fillmore Street, West Olive, MI 49460
Thursday, May 7, 2026, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the May 7, 2026 Meeting
5. Approval of the [Minutes](#) from the April 16, 2026 Meeting
6. Old Business
 - A. Local Employer Summit on Housing - Status
 - B. Small Footprint Homes Initiative
 - C. 2026 Housing Action Plan – *Standing Agenda Item*
 - I. Board of Commissioners Strategic Plan
7. New Business
 - A. Lakeshore Habitat for Humanity Survey Findings
 - B. Leveraging County Property for Housing Options
 - C. 2nd Extension of [MOU with Grand Rapids Housing Commission](#)
8. Public Comments
9. Other Business/Discussion Items
 - A. Next Meeting: June 4, 2026 (10:00 a.m.)
10. Adjournment

UNOFFICIAL MINUTES**OTTAWA COUNTY HOUSING COMMISSION**

DATE: April 16, 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, Rich Lakeberg, Joe Pierce, Paul Sachs, Pam VanderMolen, Patrick Waterman

PUBLIC: Jose Capeles, Steve Frody, Steve Grose, Erin Kamphuis, Tim Katerberg, Barb Koning, Chris Marco, Mat Nichols (virtual), Lindsey Reames, Dave Rozman, Kelly Thomas

CALL TO ORDER

President Harmon called the meeting to order at 10:00 a.m. Roll call was conducted and quorum is established.

PUBLIC COMMENTS

Public Comments were made by the following:

1. Steve Frody

APPROVAL OF AGENDA AND MINUTES

HC 26-21 Brune moved to approve the Agenda for April 16, 2026. The motion passed.
UNANIMOUS

HC 26-22 Zylstra moved to approve the Minutes from March 9, 2026. The motion passed.
UNANIMOUS

OLD BUSINESS

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

Pierce provided data on the Small Footprint Homes Initiative. Sachs provide an update on recent outreach/efforts regarding the initiative.

Sachs thanked Steve Grose for the Ottawa Townhomes Tour and briefly spoke on the ingenuity of the funding statistics. Grose informed the Commission that the fifth unit closing is taking place tomorrow.

Sachs reminded the Commission that the Action Plan will be a standing agenda item. Sachs mentioned that the County Board of Commissioners developed three board goals within their Strategic Plan one of which relates directly to housing.

Sachs informed the Commission that staff and corporate counsel will be reviewing the draft Bylaws and Rules. This Commission will review/approve the Draft Bylaws and Rules at a future meeting and then the County Board of Commissioners will have a

UNOFFICIAL MINUTES

Resolution creating the Housing Board along with the approved Bylaws and Rules for their review/approval. Waterman informed the Commission that the County may need to formally dissolve the Housing Commission at the same time.

NEW BUSINESS

Chris Marco presented an overview on his efforts regarding workforce housing.

Sachs and Marco provided some insight for planning a Local Employers Summit.

Sachs suggested first convening with local employers to better understand challenges and needs before creating issue-focused specialized subcommittees. The Commission discussed and agreed that this organic grouping could pave the way for creating additional subcommittees. Sachs will meet with Marco to develop the framework for a Local Employers Summit and report back at next meeting.

PUBLIC COMMENTS

None

OTHER BUSINESS/DISCUSSION ITEMS

Administrator Waterman informed the Commission of a call for applications for a housing grant at the Holland/Zeeland Community Foundation that could be worth exploring as it pertains to funding a possible Fair Market Rent Study for Ottawa County as suggested by Reames with the Grand Rapids Housing Commission.

HC 26-23 Schuitema moved to keep the next Housing Commission meeting as scheduled on Thursday, May 7 at 10:00am. The motion passed. UNANIMOUS

ADJOURNMENT

HC 26-24 Zylstra moved to adjourn the meeting at 11:40 a.m. The motion passed. UNANIMOUS



Second Extension

MEMORANDUM OF UNDERSTANDING

BETWEEN

OTTAWA COUNTY HOUSING COMMISSION (OCHC) AND GRAND RAPIDS HOUSING COMMISSION (GRHC)

PARTIES: This Memorandum of Understanding (MOU) is made by and between the Ottawa County Housing Commission (OCHC) and Grand Rapids Housing Commission (GRHC), (collectively, the Parties)

PURPOSE: To ensure Ottawa County residents and service organizations mutually benefit from the GRHC jurisdiction expansion when seeking affordable housing opportunities through programs administered by the GRHC.

BACKGROUND: The GRHC began exploring ways to expand affordable housing opportunities in early 2022 and subsequently recommended to their respective Board that the current jurisdiction encompassing Kent County be expanded to include Ottawa County. Expanding to Ottawa County was recommended based on, but not limited to, the following:

- OCHC does not currently have HUD funding or authorization to administer a Housing Choice Voucher program;
- Offer opportunities for residents to utilize GRHC Housing Choice Vouchers within Ottawa County
- Offer opportunities for developers working in Ottawa County to access GRHC project-based vouchers as a means to maximize competitiveness of MSHDA tax credit applications;

EXPECTATIONS: To maximize opportunities related to the jurisdiction expansion, the Parties (OCHC AND GRHC) commit to:

- Working collaboratively to ensure residents of both counties have equal access to available Housing Choice Vouchers (HCV);
- Consider project-based voucher awards for new, rehabilitated, or existing housing fairly and equally in competitive solicitations; and
- Stewarding relationships in Ottawa County with housing partners, other nonprofit organizations, and stakeholders to make informed decisions related to affordable housing needs across the expanded GRHC jurisdiction.

GRHC commits to:

- Collaborating with the OCHC, local housing providers and nonprofits to develop processes and disseminate information about the programs administered by GRHC and affordable housing opportunities including eligibility, waiting lists, referral processes and selection and denial processes;
- Providing outreach materials across the jurisdiction to include Ottawa County;
- Coordinating with OCHC on projects seeking project-based vouchers;
- Hosting coordination meetings with stakeholders; and
- Providing data and sharing reports that identify who is served through the GRHC programs



OCHC commits to:

- Encouraging service providers to participate in referral based programs; and
- Facilitating partnerships between developers, housing providers, OCHC and GRHC for use of project-based vouchers.

Term: This MOU term will end on 04/30/2027. At the end of the term, OCHC and GRHC will determine the need for an extension of the existing agreement or the creation of a new agreement. The first extension from the original MOU ended on 12/31/2025.

Mutual Agreement: This MOU reflects a voluntary commitment among the Parties to cooperate and work together to fulfill the purpose and expectations outlined herein. This MOU in no way obligates or restricts the activity of the parties, nor does it indicate any guarantee of quality of service to those who engage individually or collectively with any part of this MOU. Neither of the Parties shall obligate, or purport to obligate, other Parties with respect to any matter.

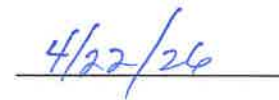
This MOU can be terminated by mutual written agreement between the Parties.

Paul Sachs, Strategic Impact Director,
Administrator of the OCHC

Date



Lindsey Reames, Executive Director, GRHC



Date

**GRAND RAPIDS HOUSING COMMISSION
BOARD OF COMMISSIONERS
RESOLUTION NO. 2024-56**

**Resolution to Approve an Extension of the Memorandum of
Understanding with the Ottawa County Housing Commission**

WHEREAS, the Grand Rapids Housing Commission (GRHC) expanded its jurisdiction to include the County of Ottawa, MI on December 20, 2022 (Board Resolution No. 2022-52); and

WHEREAS, on September 19 2023, the Grand Rapids Housing Commission authorized the Executive Director to enter into a Memorandum of Understanding (MOU) with the Ottawa County Housing Commission (OCH) (Board Resolution No. 2023-33) outlining areas of mutual interest and collaboration to provide safe, affordable housing opportunities in their respective communities; and

WHEREAS, the current MOU expires on December 31, 2024 and both GRHC and OCHC wish to continue with the commitments for another year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

The GRHC Executive Director is authorized to enter into a Memorandum of Understanding with the Ottawa County Housing Commission promoting enhanced communication and coordination for housing opportunities in Ottawa County. Furthermore, the Executive Director is authorized to execute extensions to the MOU for subsequent years through December 31, 2028.

PASSED AND ADOPTED by the Board of Commissioners of the Grand Rapids Housing Commission on the 19th day of December 2024.



Monica Steimle-App
Board Chair

ATTEST:



Lindsey S. Reames
Executive Director/Secretary