

MEMORANDUM

TO: Bear Lake Improvement Board
FROM: Attorney Kyle A. O'Meara
DATE: June 5, 2026
RE: **Assessment Renewals – Schedule**

Please find below a schedule outlining the various tasks to amend the special assessment district and complete a renewal of the aquatic plant control project for Bear Lake. This schedule assumes that the Bear Lake Improvement Board (“Board”) will conduct both public hearings at the same public meeting on **September 2, 2026**.

Required Tasks and Date of Tasks

1. Recommendations to the Bear Lake Special Assessment District Boundaries to LIB: **DATE, 2026**
 - a. *If the Board would like to review the recommendations based on our recommendations to add or remove parcels the Board could consider an additional meeting to discuss updates; however, our attendance will increase costs.*
 - b. *(Paul) I think we can do this over email. I'm preparing a document with the proposed areas, why they were/were not included in the original assessment, and we will be discussing at our meeting next week. This will include whether we would like to add some new areas, and you can chime in on legality.*
2. First Publication of Meeting (MCL 324.30910; **20 Days' Prior to Meeting**) Week of **August 16, 2026 (Deadline August 20, 2026)**
 - a. *All publication(s) should occur in newspaper(s) that circulates in each local unit of government represented on the Board!*
3. Laketon Township Assessor or Supervisor and North Muskegon Assessor Must Affix Certification to New Proposed Roll; **DATE, 2026** (MCL 324.30912)



- a. *This can be completed by the public hearing date*
- 4. New Proposed Assessment Roll Filed in the Offices of the Muskegon County Clerk, Laketon Township Clerk, and North Muskegon Clerk (MCL 324.30913) **DATE, 2026**
- 5. Mail Notice of Meeting (MCL 324.30913; **10 Days' Prior to Meeting**) **August 22, 2026**
 - a. *See MCL 211.741 – Must mail to property owners being assessed using tax records*
 - b. *Hard Deadline of **August 21, 2026***
- 6. Post Notice of Meeting (Open Meetings Act; **18 Hours' Prior**) **August 31, 2026**
 - a. *Post online at Muskegon CWRC Website/ Bear Lake Board Website*
 - b. *Post physically at hearing location*
- 7. Second Publication of Meeting (MCL 324.30913; **Up to Date of Meeting**); **August 30, 2026**
- 8. Hold Meeting with: (1) Public Hearing on Practicability and (2) Public Hearing on Assessment (See MCL 324.30910 and MCL 324.30913) **September 1, 2026 (provides time for publication and ~ 60 days in case of appeals)**
 - a. *Pass Resolution #1 (Practicability)*
 - b. *Pass Resolution #2 (Assessment)*
 - c. *Our office has taken the position that Part 309 allows one meeting with both public meetings occurring. Some legal counsel recommends holding two hearings for the public meetings, we are happy to discuss this further.*
- 9. Publish Notice of Confirmation of Assessment Roll (MCL 324.30913) **ASAP After Meeting**
 - a. *Assessments final and conclusive **30 days after publication if not challenged***
- 10. Publish Practicability Resolution (MCL 324.30912) **ASAP After Meeting**
- 11. Muskegon County Clerk, Laketon Township Clerk, and North Muskegon Clerk Endorse Approved Assessment Roll (MCL 324.30913) **After Meeting**