

MEMORANDUM

TO: Bear Lake Lake Board
FROM: Attorney Kyle A. O'Meara
DATE: August 25, 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 Lake Board ("Board") will conduct both public hearings at the same public meeting on **September 24, 2026**.

Tasks that will be handled by each entity will be highlighted as **FSBR** and **Board**.

Required Tasks and Date of Tasks

1. **Recommendations to the Bear Lake Special Assessment District Boundaries to LIB: ASAP**
 - 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.*
2. **First Publication of Meeting** (MCL 324.30910; 20 Days' Prior to Meeting) **September 1, 2026 (Deadline September 4, 2026)**
 - a. All publication(s) should occur in newspaper(s) that circulates in each local unit of government represented on the Board!
 - b. Muskegon Chronicle publishes Tuesdays, Thursdays, and Sunday
 - i. Deadline to approve 2 business days before publication
 - ii. Provide to newspaper Friday August 28
 - c. FSBR to coordinate and obtain an affidavit of publication



3. Laketon Township Assessor or Supervisor and North Muskegon Assessor Must Affix Certification to New Proposed Roll; **September 8, 2026** (MCL 324.30912)
 - a. *This can be completed by the public hearing date*
 - b. **FSBR will send document Assessor Certificate document**
4. Board New Proposed Assessment Roll Filed in the Offices of the Muskegon County Clerk, Laketon Township Clerk, and North Muskegon Clerk (MCL 324.30913) **September 8, 2026**
 - a. *The assessment roll just needs to be made available at these locations. There is no document associated with this.*
5. **Mail Notice of Meeting** (MCL 324.30913; 10 Days' Prior to Meeting) **September 8, 2026**
 - a. *See MCL 211.741 – Must mail to property owners being assessed using tax records*
 - b. Hard Deadline of September 14, 2026.
 - c. **FSBR to coordinate and obtain an affidavit of mailing**
6. **Post Notice of Meeting** (Open Meetings Act; 18 Hours' Prior) **September 8, 2026**
 - a. *Post online at Muskegon CWRC Office & Website, Bear Lake Board Website*
 - b. *Post physically at hearing location*
 - c. **FSBR to provide Posting Notice**
7. **Second Publication of Meeting** (MCL 324.30913; Up to Date of Meeting); **September 15, 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 24, 2026**)
 - 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**

- II. Muskegon County Clerk, Laketon Township Clerk, and North Muskegon Clerk Endorse Approved Assessment Roll (MCL 324.30913) **After Meeting**

- a. FSBR to provide Clerk Endorsement form