



Board of Tax Appeals Organizational Meeting - Wednesday, October 12, 2016, 5:00 pm - City Assessor's Office, Public Records Room, City Hall 10/12/2016

**Board of Tax Appeals Organizational Meeting - Wednesday, October 12, 2016, 5:00 pm - City Assessor's Office,
Public Records Room, City Hall (Wednesday, October 12, 2016)**

Generated by Ashley Bryce on Friday, October 14, 2016

Meeting called to order at 5:08 PM

Present: Ryan McLaren, Lauren Pyatt, Elizabeth Knudsen, Andrew Champagne, Tom Shampnois, Lori Olberg, Richard Haesler, John Vickory

1. Agenda

Action, Procedural: 1.01 Motion to amend/adopt agenda
Motion by Ryan McLaren, second by Andrew Champagne

2. Elections

Action, Procedural: 2.01 Chair
Andrew Champagne nominated Ryan McLaren

Ryan McLaren accepted.

Action, Procedural: 2.02 Vice Chair
Ryan McLaren nominated Mike Fife, second by Lauren Pyatt

Mike Fife absent, subject to acceptance.

Action, Procedural: 2.03 Clerk
Andrew Champagne nominated Lori Olberg, Second by Lauren Pyatt



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Lori Olberg accepted.

3. Rules

Information: 3.01 Hearing Procedures

Ryan McLaren stated procedure is to have 3 person panel, 3 dockets this time. Robert Rules of Order.

Andrew Champagne requested to have site visits during the day.

Ryan McLaren stated night meetings for appeals.

Richard Haesler stated that it is presumed that the Assessor's appraisal is valid. The owners need to present evidence of some type for presumption. Determined on the way the evidence will be presented. Three hearings in the course of the evening, likely be standard. After an evening it becomes very self apparent. This is not meant to be over whelming, it is meant to be fair. Some people come with Attorney's. Legitimate legal issue he is available. Every few years people will take the appeal to the court because they believe it should not happen. All people have right to appeal after this board turns them down.

Ryan McLaren said every member has right to a site visit. Sometimes it is waived, if both sides agree it is not needed.

Information: 3.02 Scheduling

Ryan McLaren said there is a window when the hearings do need to occur. Hearing be one night in November the week after the election.

Richard Haesler requested to schedule site visit during the day prior to hearing. Delegate who writes decision so Chair doesn't need to do them all.

Ryan McLaren said if site visit is needed they will work with owner to schedule this. Week of November 14, all can make Wednesday November 16 at 5:30 PM.

4. Approval of all forms

Action, Communication, Procedural: 4.01 Notice of Hearing

Andrew Champagne approves forms, second by Elizabeth Knudsen





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Action, Communication, Procedural: 4.02 Educational brochure
Andrew Champagne approves forms, second by Elizabeth Knudsen

Action, Communication, Procedural: 4.03 Authority of Representation
Andrew Champagne approves forms, second by Elizabeth Knudsen

Action, Communication, Procedural: 4.04 Waiver of Site Visit
Andrew Champagne approves forms, second by Elizabeth Knudsen

Action, Communication, Procedural: 4.05 Official Notice of Decision

5. Scheduling of hearings

Action, Discussion, Procedural: 5.01 Selection of Panels
Ryan McLaren requested to invite all board members to participate in each panel.

Lori Olberg said she has original appeals request, when she receives information back, packet will be sent to all members.

Richard Haesler stated John (Assessor) will present his findings.

Andrew Champagne explained on last year's site visits it was clear. Packets are overwhelming but don't be scared.

Action, Discussion, Procedural: 5.02 Selection of Dates, Times
November 16 at 5:30 PM CR12 incase this does not work November 15.

6. Other Business



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Information: 6.01 Verbal Comments

7. Adjournment

Action, Procedural: 7.01 Motion to adjourn

Motion by Andrew Champagne to adjourn, second by Tom Champnois