



October 05, 2017

**Board of Tax Appeals Organizational Meeting - Thursday, October 5, 2017,  
12:00 pm - 1:00 pm, Conference Room 12, City Hall**



Click here to view the minutes for this meeting

## 1. Agenda

### 1.01 Motion to amend/adopt agenda

**Type:** Action, Procedural

**Recommended Action:** motion to amend/adopt agenda

## 2. Elections

### 2.01 Chair

**Type:** Action, Procedural

### 2.02 Vice Chair

**Type:** Action, Procedural

### 2.03 Clerk

**Type:** Action, Procedural

## 3. Rules

### 3.01 Hearing Procedures

**Type:** Information

### 3.02 Scheduling

**Type:** Information

## 4. Approval of all forms

### 4.01 Notice of Hearing

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form



BTA Notice of Hearing 2017.doc



October 05, 2017

## Board of Tax Appeals Organizational Meeting - Thursday, October 5, 2017, 12:00 pm - 1:00 pm, Conference Room 12, City Hall

### 4.02 Educational brochure

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2017 BTAPAMPHLET.doc

### 4.03 Authority of Representation

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2017 Authority for Representation.doc

### 4.04 Waiver of Site Visit

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2017 Waiver of Site Visit Form.doc

### 4.05 Official Notice of Decision

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

OFFICIAL NOTICE OF DECISION updated  
2017.doc

## 5. Scheduling of hearings

### 5.01 Selection of Panels

**Type:** Action, Discussion, Procedural

### 5.02 Selection of Dates, Times

**Type:** Action, Discussion, Procedural

## 6. Other Business

### 6.01 Verbal Comments

**Type:** Information



**October 05, 2017**

**Board of Tax Appeals Organizational Meeting - Thursday, October 5, 2017,  
12:00 pm - 1:00 pm, Conference Room 12, City Hall**

---

## **7. Adjournment**

### **7.01 Motion to adjourn**

---

**Type:** Action, Procedural

**Recommended Action:** motion to adjourn