



August 30, 2017

**Board of Tax Appeals Organizational Meeting - Wednesday, August 30, 2017,
5:00 pm - 6:00 pm, Conference Room 12, City Hall**

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Present: Tom Champnois, Elizabeth Knudsen, Katie Wade, Richard Haesler and Lori Olberg
Due to lack of a quorum NO business could be conducted. The Board will meet next month to do so.

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](#)



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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 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



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7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn