



July 28, 2021

Board of Tax Appeals Organizational Meeting - Wednesday, July 28, 2021, 11:00 am - 12:00 pm **IN-PERSON, Bushor Conference Room, Room 102, First Floor, City Hall

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

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

1.02 Minutes of this meeting

Type: Communication, Information

 [Board of Tax Appeals 7.28.21.docx](#)

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

4. Approval of Forms



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4.01 Educational Brochure, Notice Of Hearing, Authority of Representation, Waiver Of Site Visit, Official Notice Of Decision

Type: Action, Communication, Procedural

Recommended Action: approve the forms

 2021 Authority for Representation.doc

 2021 BTA Notice of Hearing.doc

 2021 BTAPAMPHLET.pdf

 2021 Official Notice of Decision.doc

 2021 Waiver of Site Visit Form.doc

5. Approval of Subpoenas

5.01 Approval of Subpoenas *material to be posted later

Type: Action

Recommended Action: approve subpoenas

6. Establishment Of Panels And Schedule

6.01 Establish Panels

Type: Discussion, Information

 BOTAgenda.pdf

6.02 Establish Schedule

Type: Discussion, Information

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6.03 Alternative Schedule Options

Type: Discussion, Information

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7. Conflicts/Appellant Listing



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7.01 Conflicts/Appellant Listing *material to be posted later

Type: Discussion, Information

8. Other Business

8.01 Verbal Comments

Type: Information

9. Adjournment

9.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn