

Kaye M. Matucheski
City of Antigo
700 Edison Street
Antigo, WI 54409
(715)623-3633, ext. 102
kmatucheski@antigo-city.org

Clerk-Treasurer

Memo

To: Mayor Brandt and Common Council
From: Kaye M. Matucheski, City Clerk-Treasurer
Date: November 1, 2017
Re: November Council Report

Although there is no election this fall, it is time to start working on the 2018 elections. The first day to circulate nomination papers is December 1, 2017, and the notice in the paper will appear a few days before that. The positions that are on the ballot in 2018 are Alderpersons for Wards 3, 4, 6, and 8. Staff is cleaning files from past elections as part of the records retention process.

Any utility payments that were billed as of September 30, 2017, will now have a penalty assessed as part of the tax roll process. Any remaining balances as of November 15, 2017, will be transferred to the tax roll so that process will continue for the next few weeks.

The accounts receivable, special assessments, and special charges are also being reviewed to have everything ready to transfer to the tax roll. Once the budget is approved and the other taxing entities levies are received, the tax rates will be calculated. The City's portion of the taxes will decrease 37 cents.

It seems this time of the year is when I send many e-mails to the department managers asking for updated information. All of the insurance schedules for property, equipment, and vehicles have to be reviewed and any carry forwards planned for 2018 need to be put together, just to name a few. I just want to extend my appreciation to all of them for the cooperation in getting these extra requests done on top of all of their regular duties.

There are a myriad of other duties that we do each day but I will keep this short and not repeat what I have said many times in the past. As always if there are any questions or concerns, please do not hesitate to contact me.

Happy Thanksgiving to all!