

TO: Town Manager & Town Council  
FROM: Linda Morrell, Town Clerk *Linda*  
DATE: August 7, 2017  
RE: Monthly Report for July 2017

The mission of the Town Clerk's Office is to ensure the towns permanent records are recorded and preserved. We prepare for and run elections striving to be professional, knowledgeable, and proficient. We are here to serve the residents and assist them with their daily business in a professional and courteous manner.

The month of July was somewhat quiet; we had a lot of people out on vacation, although the Auto Registration Department never seems to slow down.

On July 3<sup>rd</sup> we started with the new MUNIS program for miscellaneous receipts, general billing and requests for checks. As with all new programs there were a few bugs to work out and the more we use it the easier it is getting.

**Sales for July 2017:**

ATV Registrations	15	Liquor Licenses	1	Recycle Bins	1
Auto Registrations	473	Marriage Licenses	13	Register Business Name	0
Boats	28	Marriages Performed	3	Rescue Payments	1
Burial Permits	19	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	30	Mobile Food License	1	Snowmobiles	0
Certified Death	97	Motion Picture License	0	Special Amusement	1
Certified Marriage	15	Notary Services	5	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	0	Street Opening Fees	4
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	15	Pawnbroker's Permit	0	Tax Payments	12
Dog Licenses	33	Petition Certification	0	Trash Bags	0
Dogs Licenses On-Line	0	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	1	Pole Location Permit	2	Victualer's Permit	0
Library Fines/Fees	1	Public Hearing Fee	0	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	1	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	0
Hunting/Fishing	45				