

## *Monthly Report from the Town Clerk*

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk

DATE: March 16, 2018

RE: Monthly Report for February 2018

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.

We still have over 500 unlicensed dogs, and we have collected over \$875 in late dog fees for the month of February.

This month we have been certifying nomination petitions for the various seats on the upcoming State's Primary ballot in June. Judy Vance and I attended the Republican Caucus on February 11<sup>th</sup>. We have two more caucuses to go in March.

I have had my newest Deputy Pam Cleaves participate in WebEx trainings on marriage licenses and certificates and she will be attending classes in several other areas in the upcoming months.

We were notified by the SOS that Rank Choice Voting will be used in choosing certain races on the ballot this June. They are working on putting together trainings for all the Clerks in the upcoming weeks.

### **Sales for February 2018:**

ATV Registrations	2	Liquor Licenses	0	Recycle Bins	3
Auto Registrations	469	Marriage Licenses	6	Register Business Name	1
Boats	10	Marriages Performed	2	Rescue Payments	0
Burial Permits	25	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	23	Mobile Food License	0	Snowmobiles	43
Certified Death	75	Motion Picture License	0	Special Amusement	0
Certified Marriage	11	Notary Services	10	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	0	Street Opening Fees	0
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	16	Pawnbroker's Permit	0	Tax Payments	32
Dog Licenses	78	Petition Certification	100	Trash Bags	2
Dogs Licenses On-Line	1	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	4	Pole Location Permit	1	Victualer's Permit	0
Library Fines/Fees	0	Public Hearing Fee	1	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	1
Home Solicitation Fee	0			Wrecker Rotation	0
Hunting/Fishing	40				