

TO: Town Manager & Town Council
 FROM: Linda Morrell, Town Clerk
 DATE: April 5, 2017
 RE: Monthly Report for March 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.

We ran an unlicensed dog list and tried to call everyone on it. We had good results and those people we could not reach we sent a postcard. That project dropped our list of 800 unlicensed dogs down to 450. We received many phone calls letting us know they no longer had their dog or they had moved away. We also had 180 dogs get licensed due to those phone calls and cards being mailed. Each of those dogs had a state mandated \$25.00 late fee, and that resulted in us collecting \$4,500 in late fees!

MUNIS training continues and Judy and I attended 2 sessions this month. I think this will be a good move for us, but a lot of training to get up to speed.

Sales for March 2017:

ATV Registrations	2	Liquor Licenses	0	Recycle Bins	1
Auto Registrations	549	Marriage Licenses	8	Register Business Name	8
Boats	15	Marriages Performed	1	Rescue Payments	3
Burial Permits	15	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	27	Mobile Food License	0	Snowmobiles	8
Certified Death	51	Motion Picture License	0	Special Amusement	0
Certified Marriage	10	Notary Services	13	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	0	Street Opening Fees	1
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	27	Pawnbroker's Permit	0	Tax Payments	351
Dog Licenses	240	Petition Certification	0	Trash Bags	16
Dogs Licenses On-Line	0	Photo Copy Fees	0	Trash Hauler's License	0
Dog Fines	9	Pole Location Permit	0	Victualer's Permit	0
Fax Fees	0	Public Hearing Fee	0	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	0
Hunting/Fishing	66				