

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk
DATE: August 5, 2016
RE: Monthly Report for July 2016

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.

July was a steady month in terms of day-to-day business. It is a good month to work on projects, get caught up on things that you let pile up because you are too busy in other months. I attended the meetings with the two software vendors this month. We are hopeful that the new vendor will be a big improvement from the old vendor.

Sales for June 2016:

ATV Registrations	29	Liquor Licenses	1	Recycle Bins	1
Auto Registrations	390	Marriage Licenses	14	Register Business Name	1
Boats	42	Marriages Performed	2	Rescue Payments	1
Burial Permits	15	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	19	Mobile Food License	0	Snowmobiles	0
Certified Death	51	Motion Picture License	0	Special Amusement	0
Certified Marriage	33	Notary Services	12	Street Map sales	2
Coin-op License	0	One-Day Catering Perm	1	Street Opening Fees	6
Compost Bins	3	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	10	Pawnbroker's Permit	0	Tax Payments	41
Dog Licenses	81	Petition Certification	0	Trash Bags	2
Dogs Licenses On-Line	0	Photo Copy Fees	0	Trash Hauler's License	0
Dog Fines	1	Pole Location Permit	0	Victualer's Permit	0
Fax Fees	0	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	77				