

TO: Town Manager & Town Council  
FROM: Linda Morrell, Town Clerk *Linda*  
DATE: December 5, 2016  
RE: Monthly Report for October 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.

My office spent the entire month of October on election related activities. We registered voters, conducted absentee voting in the Clerk's Office, visited the nursing home and assisted living places for absentee voting, tested all 7 voting machines to make sure they were reading the ballots correctly along with many other duties.

My newest employee, Donna Emerson, joined my staff the beginning of October and she got to see first-hand what a Presidential Election year does to a Clerk's Office, and she jumped right in and didn't get scared off by it all!

**Sales for October 2016:**

ATV Registrations	2	Liquor Licenses	1	Recycle Bins	1
Auto Registrations	301	Marriage Licenses	15	Register Business Name	5
Boats	1	Marriages Performed	3	Rescue Payments	0
Burial Permits	15	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	24	Mobile Food License	0	Snowmobiles	2
Certified Death	38	Motion Picture License	0	Special Amusement	0
Certified Marriage	38	Notary Services	5	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	1	Street Opening Fees	10
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	2
Concealed Weapon App	21	Pawnbroker's Permit	0	Tax Payments	291
Dog Licenses	73	Petition Certification	0	Trash Bags	5
Dogs Licenses On-Line	4	Photo Copy Fees	1	Trash Hauler's License	0
Dog Fines	2	Pole Location Permit	1	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	70				