


Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk 
DATE: January 11, 2018
RE: Monthly Report for December 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.

This month we held our annual Rabies Clinic on December 2 and it went very well. Dr. Griffin from the Lake Region Animal Hospital came to give the shots. We also licensed 63 dogs that day, which was a big help.

Overall we licensed 879 dogs; this is including the 205 that people did on-line. We still have almost 1,300 dogs to be licensed before February 1, the date that the \$25.00, per-dog, late fee begins. We are sending out a second round of reminder postcards and an ad is going in the paper on the 12th.

Another thing that kept us busy was auto registrations and snowmobile registrations. The Clerk's Office, alone, registered 155 snowmobiles, and hunting and fishing licenses picked up because people bought them for Christmas presents.

Various petitions came in throughout the month that needed to be certified and photo copied before giving them back to the petitioner.

Sales for December 2017:

ATV Registrations	0	Liquor Licenses	2	Recycle Bins	1
Auto Registrations	421	Marriage Licenses	7	Register Business Name	4
Boats	2	Marriages Performed	1	Rescue Payments	0
Burial Permits	9	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	27	Mobile Food License	0	Snowmobiles	155
Certified Death	31	Motion Picture License	0	Special Amusement	0
Certified Marriage	10	Notary Services	6	Street Map sales	1
Coin-op License	18	One-Day Catering Perm	1	Street Opening Fees	0
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	1
Concealed Weapon App	14	Pawnbroker's Permit	0	Tax Payments	98
Dog Licenses	674	Petition Certification	38	Trash Bags	10
Dogs Licenses On-Line	205	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	0	Pole Location Permit	0	Victualer's Permit	1
Library Fines/Fees	1	Public Hearing Fee	1	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	1
Hunting/Fishing	249				