

## *Monthly Report from the Town Clerk*

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk

DATE: April 3, 2019

RE: Monthly Report for March 2019

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 were fairly busy collecting property tax payments this month, a lot of people like to pay them a little bit ahead of the due date. This is our second time with the new MUNIS tax program, and we are getting more familiar with how it works and feeling more comfortable.

We licensed 84 late dogs and collected \$2,100 in late fees this month, to date, we have collected \$3,275 in late fees since February 1<sup>st</sup>. Pam Cleaves and Jackie Fry, our ACO, are working together in trying to bring in those owners who still have not licensed their dog/dogs for 2019, it is an ongoing battle every year.

Birth certificate sales were up this month due to Kindergarten registrations.

### **Sales for March 2019:**

Burial Permits	22	Liquor License	1	Recycle Bins	3
Certified Births	40	Marriage License	7	Register Business Name	9
Certified Deaths	90	Marriages Performed	1	Rescue payments	0
Certified Marriage	20	Mass Gathering Permit	0	Scrap Metal	0
Coin-op License	0	Mobile Food License	0	Special Amusement	1
Concealed Weapon Apps	4	Motion Picture License	0	Street Map Sales	0
Dog Licenses	179	Notary Service	31	Street Opening Fees	0
Dog Licenses on-line	0	One-Day Catering permit	1	Street Sign/Post/Bracket	0
Dog Fines/Impds	3	Park Fees	0	Trash Bags	4
Genealogy Searches	0	Pawnbroker's Permit	0	Victualer's Permit	0
Home Solicitation Permit	0	Petition Certification	0	Victualer's Summerfest	0
Hunting/Fishing Licenses	47	Photo Copy Fees	0	Voter List/Disc Fee	0
Library Fines	0	Pole Location Permit	1	Waste Hauler's License	0
		Public Hearing Fees	0	Wrecker Rotation	0

### **Helping the Auto/Reg Tax Collection Department with:**

Autos	438
Taxes	315
Snowmobiles	3
ATV's	1
Boats	12