

**City of Mackinac Island**  
**Public Works Department**  
**Year End Report 2024**

**Key**

**Annual**

**Projects**

**Reoccurring duties**

- **Street clean up (April – May 1)**
  - Street sweeping (Downtown & Village)
  - Manure removal to City landfill
- **Court House (April)**
  - Cupola painting
  - Fire escape railing rebuilt
- **Library Bike Parking (April)**
  - Removed woodchips & fabric
  - Replaced timbers
  - Installed crushed stone
- **Downtown cleanup (leaves, debris etc.) (April)**
  - Community hall/Stuart house/Library (Wood chips added to city bike parking areas)
  - Boardwalk (Check boardwalk for loose/damaged boards)
  - Police Housing
  - Public restrooms/veterans park
- **Water turn on (Mid-April)**
  - Public Restrooms
  - Stuart House
  - Turtle Park
  - Cemetery
- **Annual equipment maintenance (Mid-April)**
  - Oil changes, filters, repairs, etc...
- **Cemetery/Turtle park clean up (Mid-April – May)**
  - Removal of leaves, trash, debris, etc...
  - Pathway & Grounds leveling
  - Landscape & plant new grass
- **Downtown opening (May)**
  - Place park benches
  - Place downtown/village/turtle park/cemetery trash cans
  - Place flower boxes
  - Install telescopes on boardwalk
- **Turtle Park (Mid-May)**
  - Aerating & seeding of soccer & softball fields.
- **Check/Clean air handlers, replace filters (Mid-May)**
  - Library
  - Police Department
  - Community Hall

- **Paint City decks & railings (Mid-May)**
  - Stuart House
  - City Hall
  - Police Department
  - Police Housing
- **Check fire extinguishers (Mid-May)**
  - Library (5)
  - City Hall (7)
  - Stuart House (5)
  - City Shop (3)
  - Fire Hall (10)
  - Police Housing (7)
  - Police Department (4)
  - Police Sub Station (1)
  - Fire Station #2 (6)
  - Turtle Park (2)
  - Cemetery Shop (1)
- **Public Restrooms dormers (May) (ongoing)**
  - Replace rotten trim
  - Prime & paint
- **Community Hall historic markers**
  - Removed & replaced sign posts
  - Repainted signs
- **Disbursement of fly predators to private & commercial barns weekly (May-Sept)**
- **Inventory/order/stock Public & Turtle Park restrooms weekly (May – Oct)**
- **Opening/cleaning Turtle Park restrooms daily (May – Oct)**
- **Checking downtown trash cans daily (May – Oct)**
- **Downtown lawn care weekly (May - Oct)**
  - Stuart House
  - Community Hall
  - Police Department
  - Police Housing
  - Boardwalk
  - Library
  - Public Restrooms
  - Frank St Pump Station
- **Cemeteries, Turtle Park, Fire Station #2 lawn care weekly (May - Oct)**
- **Pot hole repair as needed (May – Oct)**
- **Schedule refueling of generators (Oct/Nov)**
- **Flags out in Cemeteries & setup for veteran service (Memorial Day)**
- **Street Paving (June)**
  - Grand Hill
  - Mahoney
  - Grand Avenue
  - Sheplers curb
- **MDOT street striping (June)**
- **Decorating (4<sup>th</sup> of July)**

- **5<sup>th</sup> Street House (Topolski move out) (July)**
  - Wash house
  - Trash removal (2 trailer loads)
  - Paint Bathroom
  - Stain Decks
  - Cut Lawn & brush trimming (lot was not maintained)
- **Brush trimming on boardwalk (Aug)**
- **Painting of City park benches (Sept)**
- **Community Hall freezers (Sept)**
  - Remove old freezer
  - NPE electrical upgrade
  - Installed new freezers
- **Community Hall roof (Sept)**
  - Coordinate setup
  - Move MIFD Ladder truck daily
- **Repair & paint City flower boxes (Oct)**
- **Police Housing (Oct-Nov)**
  - Replaced over range microwave
  - Installed access panel (1<sup>st</sup> floor bathroom)
  - Replaced heating element in (1<sup>st</sup> floor dryer)
  - Replaced thermostats (1<sup>st</sup> floor & basement)
  - Replaced all toilet seats & seals (1<sup>st</sup> floor & basement)
  - Installed new towel bars, and toilet paper holders (1<sup>st</sup> floor & basement)
  - Drywall repairs (basement)
  - Replaced drop ceiling tiles from water damage (basement kitchen)
  - Upgraded fluorescent tube light fixtures to led (1<sup>st</sup> floor & basement)
  - Replaced dryer vent covers (exterior)
  - Cleaned gutters
- **Downtown closing (Oct/Nov)**
  - Remove park benches
  - Remove & clean downtown/village/turtle park/cemetery trash cans
  - Remove flower boxes
  - Remove telescopes from boardwalk
  - Public restrooms wall installed
- **Water shut off (Nov)**
  - Public Restrooms
  - Stuart House
  - Turtle Park
  - Cemetery
- **Downtown Tree trimming (Nov)**
  - Low hanging and right-of-way obstructions removed on the follow streets (12 trailer loads hauled to solid waste facility)
    - Mission Street, Truscott Street, Church Street, Bogan Lane, Main Street, Market Street, Mahoney Ave, French Lane, Cadotte Ave.
- **Street clean up (Nov - Snow)**
  - Street sweeping (Downtown/Mission/Village/Annex)
- **Schedule refueling of City generators (Nov)**

- **Sand order for City sidewalks (Nov)**
- **Snow removal, sand spreading as needed (Nov-Spring)**
- **Holiday Decorations (Nov/Dec)**
  - Nativity scene
  - Menorah
  - Wreaths on street lights
  - Town Christmas tree
  - City decks
  - Veterans Park
- **Maintain Street Lights as needed**
  - Change bulbs
  - Replace globes
  - Replace broken poles/parts
- **Cemetery Admin as needed**
  - Updating Maps
  - Plotting Lots
  - Lot assignment (as directed by cemetery board)
  - Oversight of all burials
  - General record keeping
- **Additional Projects Completed**
  - Built new barricades for Community Hall courtyard
  - Additional Holiday decorations installed in City Park
  - Gravel added to shoulder on Grand Ave. (Hubbard's Annex)
  - Poured & installed new monument in Catholic Cemetery dedicated to Smi Horn
  - Remove section of fence at turtle park for pickle ball court project
  - Installed new hitch post along Stuart House for Post Office deliveries
  - Built 30 new flower boxes for City buildings
  - ADT alarm communication box replaced Community Hall
  - Pressure washed Public Library
  - Added top soil to Community Hall courtyard and seed