

City of Mackinac Island
Public Works Department
Year End Report 2023

Key**Annual****Projects****Reoccurring duties**

- **Street clean up (April – May 1)**
 - Street sweeping (Downtown & Village)
 - Manure removal to City landfill
- **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 .
- **Turtle Park concession stand renovation (May)**
 - Gut Interior
 - Install drywall
 - Install lighting
 - Install cabinets & trim
 - Install sink /fixtures
 - Replace receptacles & switches
 - New refrigerator
 - Install doors
 - Paint interior
 - Build new service counter
 - Install new locks

- **Check/Clean air handlers, replace filters (Mid-May)**
 - Library
 - Police Station
 - Community Hall
- **Paint City decks & railings (Mid-May)**
 - Stuart House
 - City Hall
 - Police Station
 - Police Housing
- **Check fire extinguishers & smoke detectors (Mid-May)**
 - Library
 - City Hall
 - Stuart House
 - City Shop
 - Fire Hall
 - Police Housing
 - Police Station
 - Police Sub Station
 - Fire Station #2
 - Turtle Park
 - Cemetery Shop
- **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)**
- **Flags out in Cemeteries & setup for veteran service (Memorial Day)**
- **MDOT street striping (June)**
- **Public Restrooms (June)**
 - Scrape trim & siding
 - Replace rotten boards and trim (lower section)
 - Prime & Paint (lower section)
 - (Rot on dormers to be replaced winter/spring 2024)
- **Decorating (4th of July)**
- **Lift Inspection (July)**
- **Brush trimming on boardwalk (Aug)**
- **Painting of City park benches (Sept)**

- **Police Dept Roof (Oct)**
 - Assist contractor with staging of materials and removal of debris
 - Maintain open drive for Fire Dept (moving trucks when necessary)
- **Repair & paint City flower boxes (Oct)**
- **MDOT storm sewer cleaning (Oct)**
 - Assist with traffic control
 - Assist with drain cleaning/jetting
 - Transport MDOT vac truck to landfill for unloading of material
- **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
- **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
- **Downtown Hitch Posts (Ongoing)**
 - Cut existing post
 - Grind Sidewalk (leveling)
 - Bolt new post onto existing post
 - Fill Post with concrete

- **Additional Projects Completed**
 - Replace faucets in restrooms and utility room (Turtle Park)
 - Remove wild bushes and landscape new flowerbed (Public Library)
 - Trim trees (Public Library)
 - Pour concrete pad & install statue/bench (Public Library)
 - Haul junk/debris/old records from storage to landfill (Community Hall)
 - Install new cabinets (City Shop)
 - Assist AT&T and Presidio with installation of new phone system
 - Build new Christmas tree base
 - Build new bike racks for police dept impound lot
 - Repaint City building signs
 - Manlift to replace flag rope (Public School)