

City of Mackinac Island
Public Works Department
Year End Report 2025

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

- **Street clean up (April – May 1)**
 - Street sweeping (Downtown & Village)
 - Manure removal to City landfill
- **Ice Storm Cleanup (April)**
 - Cut & Cleared debris from city streets and sidewalks
 - Hauled 20 dray loads of frozen debris to solid waste
 - Worked with tree service to cleanup following:
 - Protestant & Catholic cemeteries
 - Turtle Park
 - Hubbard's Annex
 - Stonecliffe Manor's/Woodbluff
 - Stonebrook
 - Downtown (main, market, mission, all side streets)
 - Village
- **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)
- **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)**
 - Cadotte ave (Old barn)
 - Cadotte ave (Barnview)
- **MDOT street striping (June)**
 - (skipped this season MDOT budget issues)
- **Decorating (4th of July)**
- **Library (July)**
 - Completed Installation of 29 new windows
 - Exterior trim repairs and repainting (ongoing)

- **5th Street House (Nurse move out) (Aug)**
 - Cut Lawn (not maintained by tenant)
 - Trash Removal (left by tenant)
- **Brush trimming on boardwalk (Aug)**
- **Painting of City park benches (Sept)**
- **Repair & paint City flower boxes (Oct)**
- **Police Housing (Oct-Nov)**
 - Replace washer & dryer (1st floor)
 - Replace dryer vents (2nd floor)
 - Replace kitchen faucet (1st floor)
- **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
- **MDOT storm drain cleaning (Nov)**
 - Assist MDOT crew with storm basin cleaning
 - Assist MDOT crew with storm sewer jetting
- **Street clean up (Nov - Snow)**
 - Street sweeping (Downtown/Mission/Village/Annex)
- **Schedule refueling of City generators (Nov)**
- **Community Hall historic marker (Nov)**
 - Installed new marker
- **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

- **Community Hall (Dec)**

- Replace water heater (kitchen)
- Rebuild broken light fixtures (2)

- **Additional Projects Completed**

- Pressure washed Public Library
- Added top soil to Community Hall courtyard and seed
- Re-stain street sign posts in Village
- Replace broken street sign post “Holt Ave” (Annex)
- Install street sign posts “Valley Road” (Annex)
- Added wood chips to playground (Turtle Park)
- Assembled new picnic tables (Turtle Park)
- Assembled new picnic table & adirondack chairs (Public Library)
- Installed new exterior light (Fire station #2)
- Replaced all exterior GFCI receptacles (Fire station #1)
- Ordered new office chair mats (Police Dept)