

# **CITY OF MACKINAC ISLAND**

## **AGENDA**

### **CITY COUNCIL BUDGET WORKSHOP**

**Wednesday, March 19, 2025 at 12:30 PM**

**City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan**

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- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Additions to / Adoption of Agenda**
- V. Correspondence**
- VI. New Business**
  - [a.](#) Tentative Salaries Ordinance for FY 2025 - 2026
  - [b.](#) License and Permit Fees and Rates for the 2025 Licensing Year Ordinance
  - [c.](#) 2025 - 2026 Working Budget
- VII. Miscellaneous / General Council Discussion / Additional Agenda Items**
- VIII. Adjournment**

**2025-2026 SALARIES**  
**CITY OF MACKINAC ISLAND, MICHIGAN**  
**Ord. No. \_\_\_\_\_, Eff. April 1, 2025**  
**DRAFT**

*Section VI, Itema.*

An ordinance to set the salaries and wages of officers, officials and employees of the City of Mackinac Island for the Fiscal Year Ending March 31, 2026.

THE CITY OF MACKINAC ISLAND ORDAINS:

**Sec. 1. ANNUAL SALARY AND WAGE RATE INCREASE**

The increase in wages and/or salaries this year shall be 3%, unless otherwise determined by contract.

**Sec. 2. RETIREMENT CONTRIBUTIONS FOR ELIGIBLE EMPLOYEES**

Per the City of Mackinac Island Profit Sharing Plan, all employees eligible to receive contributions to the 457 Deferred Compensation shall have disbursements made as follows (eligibility shall be determined by criteria set forth in the profit-sharing plan):

- A. **Disbursements:** Disbursements shall be made annually on December 15 of each year in the amount allowed to the employee as determined by the employer.
- B. **Severability:** In the event of the termination of employment of the eligible employee (whether by the decision of the employee or the employer, death or dismemberment) the annual payment of the retirement contribution shall be pro-rated from January 1 of that year to the last day employee actually worked.

**Sec. 3. HOLIDAY, SICK LEAVE, FUNERAL LEAVE AND VACATION FOR FULL TIME EMPLOYEES.** All benefits will be tracked and documented with the City Clerk.

**Definition of Full Time Employee.** Employees who work at least thirty-five (35) hours per week for forty-eight (48) weeks per year.

All full-time year-round employees will be paid eight (8) hours for the following holiday (unless it falls on a regularly scheduled day off):

- A. **Holidays:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- B. **Sick Leave.** Full time employees shall receive eight (8) hours of sick leave time after completing one (1) full month of employment up to a maximum one hundred sixty (160) hours (20 days). Sick days may only be used for doctor appointment, illness or hospitalization of self.
- C. **Funeral Leave.** Full time employees shall be granted a leave of absence without loss of pay for up to five (5) days in case of a death in the employee's immediate family. Immediate family shall include: spouse, children, parent(s), sibling(s), grandparent(s), and mother-in-law or father-in-law.
- D. **Vacation.** Full time employees may schedule time off for their vacation after seeking approval from their supervisor or board. Employees may not schedule more than five (5) consecutive days of vacation between Memorial Day to Labor Day. All vacation days must be used within the anniversary year of each employee or expire. Employees will receive the following vacation days based upon their years of employment with the city:

1 – 5 years	=	10 vacation days
6 – 10 years	=	15 vacation days

**Sec. 4. HEALTH INSURANCE**

All full-time year-round employees who are eligible for the City of Mackinac Island health care plan, but choose to waive the insurance, may receive reimbursement for coverage through another carrier. The City will reimburse only the employees out of pocket premium cost up to an amount not to exceed what their premium for coverage (single/family) would have been with the City's insurance. The City will not reimburse deductibles or copays for employees not electing City of Mackinac Island health care coverage. Employees must submit proof of their out of pocket premium cost to the City Clerk.

**Sec. 5. SALARIES AND WAGES ESTABLISHED**

The salaries and wages for officers, officials and employees of the City of Mackinac Island for the Fiscal Year Ending March 31, 2026 shall be as follows:

**A. Legislative and Executive**

Aldersperson	\$50.00 per meeting per day for each official meeting of the City Council attended.
Mayor	\$250.00 per month; \$50.00 per meeting per day for each official meeting of the City Council attended; \$40.00 per day of attendance at Board of Review session; health insurance.

**B. General Government**

Mayor's Assistant	\$60,374.47 per year (\$2,322.10/bi-weekly); payroll related fringe benefits; health insurance \$1,000 annual employer contribution for retirement to be disbursed as set forth in section 2 of this ordinance; \$35.00 per meeting attended past 4:00 p.m.
Mayor's Ass't (hourly)	\$25.71 per hour; payroll related fringe benefits.
Election Board Chair	\$18.12 per hour for first eight (8) hours, \$27.18 per hour for each additional hour; payroll related fringe benefits.
Election Board Member	\$15.80 per hour for first eight (8) hours, \$23.71 per hour for each additional hour; payroll related fringe benefits.
City Clerk	\$50,462.78 per year (\$1,940.88/bi-weekly); payroll related fringe benefits; health insurance; \$1,250 annual employer contribution for retirement to be disbursed as set forth in section 2 of this ordinance; \$60.00 per meeting per day for official meeting of the City Council attended and \$150.00 for each Saturday worked for absentee ballots; \$75.00 each election day.
Deputy City Clerk	\$15.00 - \$23.69 per hour, maximum hours to be determined by city council; no more than forty (40) hours per work week; \$36.00 per meeting per day for official meeting of the City Council attended when conducted outside of normally established business days and hours in the absence of the City Clerk; payroll

**General Government Cont'd:**

City Treasurer	\$50,462.78 per year (\$1,940.88/bi-weekly); payroll related fringe benefits; health insurance; \$35.00 per meeting per day for official meeting of the City Council attended; \$1,000 annual employer contribution for retirement to be disbursed as set forth in section 2 of this ordinance.
Deputy City Treasurer	\$15.00 - \$24.26 per hour, maximum hours to be determined by city council; no more than forty (40) hours per work week; payroll related fringe benefits.
Board of Review Member	\$40.00 per meeting per day of official Board of Review meeting attended; payment of reasonable expenses incurred.

**C. Public Safety**

Chief of Police \$96,140.06 per year (\$3,697.69/bi-weekly); payroll related fringe benefits; all other benefits as per contract.

Police Officer Payroll related fringe benefits; all other benefits as per contract

Entry Rate of Pay	\$23.39 per hour
After 12 months	\$24.03 per hour
After 24 months	\$25.30per hour
After 36 months	\$27.18 per hour
After 48 months	\$29.09 per hour
After 60 months	\$31.60 per hour
Corporal	\$33.18 per hour

Admin. Assistant \$15.28 to \$20.00 per hour; payroll related fringe benefits.

Public Safety Ass't \$12.84 - \$14.94 per hour; payroll related fringe benefits.

Monitor \$13.28 per hour; payroll related fringe benefits.

Enhanced Monitor \$25.00 per hour; payroll related fringe benefits.

Fire Dept Personnel On call personnel will be paid hourly for emergency runs and up to a maximum of thirty-five (35) hours for training unless additional hours are approved by council. After the first hours they will be paid in half hour increments and payroll related fringe benefits.

Fire Dept Shift Differential \$141.12 per shift; paid to the officer in charge of the department during the overnight absence of the Chief.

Fire Chief \$18,062.74 per year; \$28.33 per hour per run; health insurance

**Public Safety Cont'd:**

Deputy Fire Chief #1	\$4,628.57 per year; \$28.33 per hour per run	
Deputy Fire Chief #2	\$4,628.57 per year; \$28.33 per hour per run	
Fire Captain	\$2,822.30 per year; \$28.33 per hour per run	
Fire Lieutenant	\$1,693.38 per year; \$28.33 per hour per run	
Fire Engineer	\$3,951.22 per year; \$28.33 per hour per run	
Fire Sergeant	\$1,354.71 per year; \$28.33 per hour per run	
Fire Corporal	\$451.57 per year; \$28.33 per hour per run	
Fire Marshall	\$3,838.34 per year; \$28.33 per hour per run	
Fire Administrator	\$18.58 - \$23.69 per hour; average twelve (12) hours per week; payroll related fringe benefits	
Fire Fighter	Entry Rate of Pay	\$18.90
	After 5 years	\$22.18
	After 10 years	\$25.26
	After 15 years	\$28.33
Probationary Fire Fighter	Entry Rate of Pay	\$13.13
	After 1 year	\$15.70
Marine Division		
Commander	\$6,000.00 per year; \$28.33 per hour per run	
Coxswain	\$1,500.00 per year; \$28.33 per hour per run	
Engineer	\$950.00 per year; \$28.33 per hour per run	
Deckhand	Entry Rate of Pay (1 year)	\$13.13
	(2-5 years)	\$18.90
	(6+ years)	\$22.18
Marine Division Shift Differential	\$ per shift; paid to the officer in charge of the department during the overnight absence of the Commander.	

Building Official  
City Engineer  
Zoning Administrator

\$58.71 per hour (\$97,693.44 annually) payroll related fringe  
all benefits as per contract

Section VI, Itema.

Building Official  
City Engineer/Advisor

\$62.99 per hour; payroll related fringe benefits

Plann Comm/HDC  
Bldg Dept Secretary

\$19.26 to \$26.00 per hour; no more than twenty-five (25) hours per week;  
Payroll related fringe benefits.

Fly Control Officer

\$13.00 per hour; payroll related fringe benefits.

Humane Officer

\$4,760.00 per year; payroll related fringe benefits.

**D. Public Works/Grounds/Buildings/Streets**

City Foreman

\$32.28 per hour (\$67,142.40 annually); payroll related fringe benefits;  
health insurance; \$1,000.00 employer paid retirement contribution to be  
disbursed per section 2 of this ordinance.

Assistant City Foreman

\$20.75 to \$22.73 per hour; payroll related fringe benefits; health  
insurance.

Laborer

\$18.00 to \$20.00 per hour; payroll related fringe benefits.

Restroom Attendant

\$15.00 to \$18.00 per hour; payroll related fringe benefits.

Buildings Custodian

\$19.98 per hour (\$41,558.40 annually); payroll related fringe benefits;  
health insurance; \$1,000 annual employer contribution for retirement to be  
disbursed per section 2 of this ordinance.

Street Flusher

\$10.70 to \$13.00 per hour; payroll related fringe benefits.

Cemetery Laborer

\$17.00 to \$21.44 per hour; payroll related fringe benefits.

**E. Recreation/Culture**

Librarian

\$14.00 to \$23.71 per hour; payroll related fringe benefits; health  
insurance; \$1,000 annual employer contribution for retirement to be  
disbursed per section 2 of this ordinance.

Assistant Librarian

\$13.00 to \$15.80 per hour; payroll related fringe  
benefits.

Recreation Director	\$49,284.18 per year (\$1,895.55/bi-weekly); payroll related fr	Section VI, Itema.
	health insurance; \$1,000 annual employer contribution for retirement to be disbursed per section 2 of this ordinance.	
Gym Attendant	\$14.00 to \$16.50 per hour; payroll related fringe benefits.	
Museum Attendant	\$16.38 per hour; payroll related fringe benefits.	

#### Sec. 6. **EFFECTIVE DATE**

The rates of compensation established herein shall become effective April 1, 2025.

Date Adopted: March 26, 2025  
Date Effective: April 1, 2025

LICENSE AND PERMIT FEES AND RATES  
FOR THE 2025 LICENSING YEAR  
CITY OF MACKINAC ISLAND, MICHIGAN  
Ord. No. \_\_\_\_\_, Eff. April 2, 2025

An ordinance to set and establish those fees and rates for licenses, permits, and other municipal services of which are provided for and required through the enactment of various regulatory ordinances or resolutions.

THE CITY OF MACKINAC ISLAND ORDAINS:

Section 1. PURPOSE OF FEES AND RATES.

For the enhancement of public safety, public service, and general welfare, the use of municipal and public properties and personnel are made available to and are utilized by individuals, or groups of individuals, for the common good in order to ensure that such use and activity is in the best interest of the public. Such provision of services does result in financial obligations upon the City of which are more appropriately assessed upon the user of such service. Those fees and rates herein established and ordained are intended to be reasonable in their assessment in order to recover a portion of cost incurred by the City of Mackinac Island in the provision of these services.

Section 2. FEES AND RATES ESTABLISHED.

For the Licensing Year commencing May 1, 2022, the following schedules and tables with fees and rates are hereby ordained to be assessable and collectable for the described activities or services as so enumerated within;

A. Schedule A – Business and Commerce

New Business (each location)	\$400.00
Business Renewal (each location)	\$ 55.00
Off-Island Business	\$150.00

All business licenses expire on May 1<sup>st</sup> each year. There will be a late fee of \$50.00 for all renewal business licenses that haven't applied within thirty (30) days of expiration each year. All renewal licenses that haven't applied by June 1<sup>st</sup> each year will pay a new business license fee.

B. Schedule B – Cultural and Recreational

1.	<u>Library:</u>	
	Book Replacement Fee	\$Replacement cost of the book
	Photocopy (per page)	\$ .25
	Membership Fee (non-resident, per person)	\$ 10.00
	Faxes – Outgoing (\$1.25 each additional page)	\$ 3.00 first page
	Faxes – Incoming (\$1.00 each additional page)	\$ 2.00 first page
2.	Kayak Storage Rental (May 1 – October 31)	\$ 50.00 each



3. Community Hall Deposit and Rental Fees:

a. For All Functions

Individual – Resident (year-round resident) - Deposit \$200.00

Up to 50 People	Fee	\$ 50.00
Up to 100 People	Fee	\$ 100.00
Up to 200 People	Fee	\$ 150.00

Individual – Non-Resident – Deposit \$500.00

Up to 50 People	Fee	\$2,000.00
Up to 100 People	Fee	\$3,500.00
Up to 200 People	Fee	\$5,000.00

Non-Profit Group – Deposit \$200.00

Up to 50 People	Fee	\$ 50.00
Up to 100 People	Fee	\$ 100.00
Up to 200 People	Fee	\$ 150.00

For-Profit Group – Deposit \$500.00

Up to 50 People	Fee	\$2,500.00
Up to 100 People	Fee	\$4,000.00
Up to 200 People	Fee	\$5,500.00

4. Stuart House Admissions

Per Person Rate	Fee	\$5.00
Family Rate	Fee	\$10.00
12 years of age and under	Fee	Free

**C. Schedule C – Public Safety**

1. Inspections:

Commercial Stable (each)

1 – 25 horses	\$ 400.00
26 – 50 horses	\$ 600.00
51 – 100 horses	\$ 800.00
101 – 200 horses	\$1,000.00

Private (Residential) Stable (each location)

Up to eight (8) horses	\$ 100.00
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Snowmobile Fees

Resident Commuter Annual Fee:

November 1 – December 31 (discount early registration)	\$ 5.00
January 1 – April 15 (regular registration)	\$ 15.00
Daily Permit Fee	\$ 5.00

2. Impounds:

Dog	\$ 25.00
Bicycle (plus cost of current/valid license)	\$ 20.00
Luggage Cart	\$ 25.00
Snowmobile	\$ 75.00
Drone Permit	\$ 25.00

**D. Schedule D – Transportation & Conveyance**

1.	<u>Horse Drawn/Use:</u>	
	Hourly Livery Carriage (each)	\$ 215.00
	Sightseeing Carriage (each)	\$ 240.00
	Hotel Bus (each)	\$ 240.00
	Taxi (each)	\$ 240.00
	Drive Yourself Carriage (each)	\$ 70.00
	Single Horse Dray (each)	\$ 65.00
	Double Horse Dray (each)	\$ 105.00
	Commercial Saddlehorse (each)	\$ 70.00
2.	<u>Bicycle:</u>	
	Commercial Rental Bicycle License (each)	\$ 60.00
	Commercial Rental Bicycle Replacement License (each)	\$ 70.00
	Annual License (each)	\$ 3.50
	Tourist License (each)	\$ 2.00
3.	<u>Motor Vehicle Permit – Fees Charged Per Location:</u>	
	Trailer (pulled behind a vehicle) (each)	\$ 75.00
	Trailer (pulled behind a dray) (each)	\$ 15.00
	Utility Cart, Lawn Care Maintenance Tractor (annual, each)	\$ 50.00
	Commercial Golf Cart (each)	\$ 30.00
	Contracted Residential Vehicle (annual, each)	\$ 35.00
	Truck w/dumpster one (1) delivery/one (1) removal (each)	\$ 175.00
	Automobile/SUV/1-Ton/Pick-Up/Conversion Van (1-3 day)	\$ 150.00
	Automobile/SUV/1-Ton/Pick-Up/Conversion Van (4-6 day)	\$ 200.00
	Automobile/SUV/1-Ton/Pick-Up/Conversion Van / (7-15 day)	\$ 275.00
	Automobile/SUV/1-Ton/Pick-Up/Conversion Van (16-30 day)	\$ 375.00
	Backhoe/Forklift/Skid steer/Man Lift (each) (1-3 day)	\$ 150.00
	Backhoe/Forklift/Skid steer/Man Lift (each) (4-6 day)	\$ 200.00
	Backhoe/Forklift/Skid steer/Man Lift (each) (7-15 day)	\$ 275.00
	Backhoe/Forklift/Skid steer/Man Lift (each) 16-30 day)	\$ 375.00
	5-yrd Dump Truck (each) (1-3 day)	\$ 250.00
	5-yrd Dump Truck (each) (4-6 day)	\$ 300.00
	5-yrd Dump Truck (each) (7-15 day)	\$ 375.00
	5-yrd Dump Truck (each) (16-30 day)	\$ 475.00
	10-yrd. Dump Truck/Modular House Moving Truck (each) (1-3 day)	\$ 275.00
	10-yrd Dump Truck/Modular House Moving Truck (each) (4-6 day)	\$ 325.00
	10-yrd Dump Truck/Modular House Moving Truck (each) (7-15 day)	\$ 425.00
	10-yrd Dump Truck/Modular House Moving Truck (each) (16-30 day)	\$ 600.00
	Front-End Loader (each) (1-3 day)	\$ 250.00
	Front-End Loader (each) (4-6 day)	\$ 300.00
	Front-End Loader (each) (7-15 day)	\$ 375.00
	Front-End Loader (each) (16-30 day)	\$ 550.00
	Bulldozer/Grader/Crane (each) (1-3 day)	\$ 150.00
	Bulldozer/Grader/Crane (each) (4-6 day)	\$ 200.00

Bulldozer/Grader/Crane(each) (7-15 day)	\$ 275.00
Bulldozer/Grader/Crane(each) (16-30 day)	\$ 450.00
Redi-Mix/Pump Truck/ Concrete Truck (4 cubic yrd max.) (each) (1-3 day)	\$ 275.00
Redi-Mix/Pump Truck/Concrete Truck (4 cubic yrd max.) (each) (4-6 day)	\$ 325.00
Redi-Mix/Pump Truck/Concrete Truck (4 cubic yrd max.) (each) (7-15 day)	\$ 425.00
Redi-Mix/Pump Truck/Concrete Truck (4 cubic yrd max.) (each) (16-30 day)	\$ 600.00
Single Bottom Tractor-Trailer (each) (1-3 day)	\$ 275.00
Single Bottom Tractor-Trailer (each) (4-6 day)	\$ 325.00
Single Bottom Tractor-Trailer (each) (7-15 day)	\$ 425.00
Single Bottom Tractor-Trailer (each) (16-30 day)	\$ 600.00

Section VI, Itemb.

#### E. Schedule E – Zoning Review/Approvals/Permits

Standard Residential	\$ 150.00
Standard Commercial	\$ 400.00
Zoning Variance	\$1,500.00
Ordinance Interpretation	\$ 300.00
Rezoning	\$3,500.00
Lot Split	\$ 800.00
Lot Combo	\$ 400.00
Special Land Use	\$1,000.00
Appeal of Decision to Zoning Board of Appeals	\$1,000.00
Planned Unit Development	\$2,000.00
Non-Profit Organization	One-Half Commercial Rates
Revision Fee	1/3 of original permit cost
Penalty Fee	\$ 250.00
(for work performed without a permit or not to the specifics of approved application; addition to the permit fee)	
Architectural Review Fee	100% of cost of review
(if review is required by City ordinance, or no fee if the Commission requests a review, but it is not required by the City ordinance)	

#### F. Schedule F – Building Construction Plan Review/Inspections/Sign Permits

1. <u>Residential House (based on gross area):</u>	
Each Floor	.25/sq.ft., \$60.00 minimum
Finished Basement	.20/sq.ft.
Unfinished Basement, Slab, Crawl Space	.15/sq.ft.
Additions	.25/sq.ft., \$60.00 minimum
Remodeling	.25/sq.ft., \$60.00 minimum
Modular Homes:	
State of MI Pre-Inspected Unit	75% of residential fee
HUD Approved Single Wide	
Mobile Home	\$60.00
HUD Approved Double Wide	
Mobile Home	\$120.00
Residential Attached Garage	.20/sq.ft., \$60.00 minimum
Utility Building/Private Garage	.20/sq.ft., \$60.00 minimum
Deck	.15/sq.ft., \$60.00 minimum
Breezeway	Same as additions
Enclosed Porch	Same as additions
Covered Porch	.20/sq.ft., \$60.00 minimum

Demolition	\$150.00 (no charge for accessory buildings un 200 square foot)	Section VI, Itemb.
Appeal to Construction Board of Appeals	\$500.00	
Storage Shed:		
Not exceeding 200 sq.ft.	No Permit Required	
Greater than 200 sq. ft. and not on a permanent foundation	\$60.00	
Miscellaneous Construction	\$60.00	
Moving/Relocation of Existing Structure to Another Property	Same as New Construction	
2. <u>Non-Profit Organization</u>	One-half Commercial Rates	

**F. Schedule F – Building Construction Plan Review/Inspections/Sign Permits – Cont'd**

3. <u>Commercial Construction (based on Total Construction Costs):</u>	
\$1.00 to \$1,000.00	\$200.00
\$1,001.00 to \$10,000.00	\$200.00, plus \$25.00 per \$1,000.00 over \$1,000.00
\$10,001.00 to \$100,000.00	\$425.00, plus \$8.00 per \$1,000.00 over \$10,000.00
\$100,001.00 to \$500,000.00	\$1,145.00, plus \$7.00 per \$1,000.00 over \$100,000.00
\$500,001.00 and \$1,000,000.00	\$3,945.00, plus \$6.00 per \$1,000.00 over \$500,000.00
\$1,000,001.00 and over	\$6,945.00, plus \$5.00 per \$1,000.00 over \$1,000,000.00
Change of Use/Without Alterations	\$200.00 + each inspection \$50.00
Temporary Storm/Weather Shelter Attached to Commercial Structure (seasonal)	\$50.00 one-time only fee; provided that the design, construction, and placement does not change from originally approved design.
4. <u>Commercial Signs</u>	
- Permanent Signs	\$40.00
- Free Standing, each	\$40.00 building permit feet only
- Projecting, each	\$40.00 building permit fee only
<u>Wall Sign</u>	
- With the message/text painted on an independent element which is attached directly to the building face	\$40.00 building permit fee only
- With the message/text painted directly on the building face	\$40.00 sign permit fee
<u>Window Sign</u>	
- Permanent	\$40.00 sign permit fee
- Temporary/Sale	No Permit or Fee Required
<u>Awning or Canopy Sign</u>	
- New Installation	Appropriate building permit fee (\$40.00 minimum)
- Modification to an existing awning or canopy	\$40.00 sign permit fee

**Special Event Signage**

- Banners, balloons, campaign posters, etc.
- Off-Premise Commercial Sign

No Permit or Fee Required  
Permit & Fee as applicable

**For Sale/For Rent Sign**

- Private Resident
- Commercial Property/Realty Listing
- Directional, Safety, Informational

No Permit or Fee Required  
\$40.00 annual permit fee  
No Permit or Fee Required

Signage Package (for multiple sign installations for a single business on the same commercial property, at the same time.

\$60.00 total permit fee

**G.     Schedule G – Administrative and Other Services**

Photocopies and Copies of Public Records	\$1.00 per page and current Employee hourly wage for copying documents
Competitive Event or Parade Permit	\$ 25.00 (1-50 people) \$100.00 (51 or more people)
Commercial Fireworks Permit	\$100.00 application fee
Sidewalk/Land Use Permit (for temporary occupancy/use, i.e. construction barriers, scaffolding, bracing, etc.	\$25.00, each location per seven (7) day period (City of Mackinac Island and/or the Mackinac Island Police Department reserve the right to Apply restrictions as needed to any permit)
Street/Sidewalk/Curbing Utility Cut	\$5,000.00 Performance Bond (cash, cashier's check, or surety bond)
Street/Sidewalk/Curbing Utility Cut Fee	\$1,000.00
Sidewalk Repair	\$ 50.00 application fee
Land Division Application Fee	\$ 500.00 each application

**H.     Schedule H – Cemetery**

Single Lot, each – Resident	\$ 400.00
Perpetual Care, per person, per burial	\$ 300.00
Cemetery buy back administration fee (per hour)	\$ 50.00

**I.     Schedule I – Historic District Fees.**

Definitions for Fee Schedule:

**Resource:** A publicly or privately owned historic or non-historic building, structure, object, site, feature or open space within a historic district.

**Replacement/Like for Like:** Work that does NOT change the detail, size or shape of a resource. Replacement “work” requires Staff Approval only and a Certificate of Appropriateness from the HDC.

Examples:     1. Replacing rotted fence with the same wood is “like for like”.

2. Replacing a wood window in the same opening with the same window is "like for like". 3. Replacing a porch with no changes to material, size or shape is "like for like".

Section VI, Itemb.

**Repair/Alteration:** Restoring a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance or detail of a resource constitutes "work" requiring Commission review and Certificate of Appropriateness from the HDC.

**Demolition:** The razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect. Demolition requires a Notice to Proceed from the HDC.

Activity:

#### STAFF REVIEW

Staff review of exterior like for like work including building plans \$ 25.00

#### HISTORIC DISTRICT COMMISSION APPLICATION FEES

##### Demolition of a resource

Entire resource without replacement \$1,500.00

A portion of resource or yard structure \$ 750.00

Without replacement (such as porches, stairs, sheds, gates)

Repair/Alteration of a Resource \* \$ 600.00

Relocation of a resource \$ 750.00

New Construction: Principal \$ 750.00

Revised Plans previously submitted \$ 250.00

New Construction: Accessory resource \$ 100.00

(such as outbuilding, fence, shed)

##### Residential Additions:

Which change the exterior appearance of a single story \$ 250.00

Residential Additions: Which change more than a single story \$ 500.00

Miscellaneous Work \$ 100.00

Satellite Dish Placement Fee on Property in a Historic District \$ 100.00

Propane Tank Placement Fee on Property in a Historic District \$ 100.00

Work that is completed without approval shall be required to pay \$250.00 in addition to the applicable Application Fee. This is in addition to those remedies available to the HDC as provided by law.

\* A Repair/Alteration may be determined to be demolition requiring one of the exceptions listed in Ordinance No. 443, Section 14, to be met.

#### Sec. 3. Repealed.

All previous ordinances inconsistent with the terms and provisions of this ordinance, including ordinance No. 487, are hereby repealed.

#### Sec. 4. Effective Date.

This ordinance and fees and rates provided herein, shall become effective

Section VI, Itemb.

Adopted: March 22, 2023

Effective: March 30, 2023

# Module F - Building Construction Plan Review/Inspections/Sign Permits - Cont'd

Section VI, Itemb.

## 3. Commercial Construction (based on Total Construction Costs):

\$1.00 to \$1,000.00	\$200.00
\$1,001.00 to \$10,000.00	\$200.00, plus \$25.00 per \$1,000.00 over \$1,000.00
\$10,001.00 to \$100,000.00	\$425.00, plus \$8.00 per \$1,000.00 over \$10,000.00
\$100,001.00 to \$500,000.00	\$1,145.00, plus \$7.00 per \$1,000.00 over \$100,000.00
\$500,001.00 and \$1,000,000.00	\$3,945.00, plus \$6.00 per \$1,000.00 over \$500,000.00
\$1,000,001.00 and over	\$6,945.00, plus \$5.00 per \$1,000.00 over \$1,000,000.00
Change of Use/Without Alterations	\$200.00 + each inspection \$50.00

Temporary Storm/Weather Shelter Attached to Commercial Structure (seasonal)

\$50.00 one-time only fee; provided that the design, construction, and placement does not change from originally approved design.

## 4. Commercial Signs

- Permanent Signs \$40.00
- Free Standing, each \$40.00 building permit feet only
- Projecting, each \$40.00 building permit fee only

## Wall Sign

- With the message/text painted on an independent element which is attached directly to the building face \$40.00 building permit fee only
- With the message/text painted directly on the building face \$40.00 sign permit fee

## Window Sign

- Permanent \$40.00 sign permit fee
- Temporary/Sale No Permit or Fee Required

## Awning or Canopy Sign

- New Installation Appropriate building permit fee (\$40.00 minimum)
- Modification to an existing awning or canopy \$40.00 sign permit fee

## Special Event Signage

- Banners, balloons, campaign posters, etc. No Permit or Fee Required
- Off-Premise Commercial Sign Permit & Fee as applicable

## For Sale/For Rent Sign

- Private Resident No Permit or Fee Required
- Commercial Property/Realty Listing \$40.00 annual permit fee
- Directional, Safety, Informational No Permit or Fee Required

Signage Package (for multiple sign installations for a single business on the same commercial property, at the same time.

\$60.00 total permit fee



# Schedule E – Zoning Review/Approvals/Permits

Section VI, Itemb.

Standard Residential	\$ 150.00
Standard Commercial	\$ 400.00
Zoning Variance	\$1,500.00
Ordinance Interpretation	\$ 300.00
Rezoning	\$3,500.00
Lot Split	\$ 800.00
Special Land Use	\$1,000.00
Appeal of Decision to Zoning Board of Appeals	\$1,000.00
Planned Unit Development	\$2,000.00
Non-Profit Organization	One-Half Commercial Rates
Revision Fee	1/3 of original permit cost
Penalty Fee	\$ 250.00

(for work performed without a permit or not to the specifics of approved application; addition to the permit fee)

Architectural Review Fee 100% of cost of review  
(if review is required by City ordinance, or no fee if the Commission requests a review, but it is not required by the City ordinance)

Lot COMBO \$ 400-

## F. Schedule F – Building Construction Plan Review/Inspections/Sign Permits

### 1. Residential House (based on gross area):

Each Floor	.25	25/sq.ft., \$60.00 minimum
Finished Basement	.25	20/sq.ft., \$60.00 min.
Unfinished Basement, Slab, Crawl Space	.20	15/sq.ft., \$60.00 min.
Additions <u>Piers, Piles</u>	.30	25/sq.ft., \$60.00 minimum + Foundation
Remodeling	.30	25/sq.ft., \$60.00 minimum
Modular Homes:		
State of MI Pre-Inspected Unit		75% of residential fee for finished floor areas only.
HUD Approved Single Wide Mobile Home		<del>\$60.00</del> \$100.00
HUD Approved Double Wide Mobile Home		<del>\$120.00</del> \$200.00
Residential Attached Garage	.25	20/sq.ft., \$60.00 minimum + Foundation
Utility Building/Private Garage	.25	20/sq.ft., \$60.00 minimum + Foundation
Deck	.20	15/sq.ft., \$60.00 minimum + Foundation
Breezeway		Same as additions
Enclosed Porch		Same as additions
Covered Porch	.25	20/sq.ft., \$60.00 minimum + Foundation
Demolition		\$150.00 (no charge for accessory buildings under 200 square foot)

### Appeal to Construction Board of Appeals

~~\$500.00~~ \$700.00

### Storage Shed: Accessory Bldg.

Not exceeding 200 sq.ft.

No Permit Required

Greater than 200 sq. ft. and

not on a permanent foundation

~~\$60.00~~ \$100.00

### Miscellaneous Construction

~~\$60.00~~ \$100.00

### Moving/Relocation of Existing

Structure to Another Property

Same as New Construction

### 2. Non-Profit Organization

One-half Commercial Rates

City of Mackinac Island, Michigan							
OPERATING BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2026							
Revenues - General Fund							
		2025-2026	Activity				
	Activity		Total				
	Taxes						
3.403	Current Taxes for Operations	2,078,346					
3.407	Delinquent Taxes	1,200	2,079,546				
	Licenses & Permits						
3.450	Franchise Fees	821,451					
3.451	Business Licenses	35,000					
3.455	Commercial Bicycle Licenses	90,660					
3.457	Motor Vehicle Permits	132,000					
3.458	Street/ROW Permits	500					
3.476	Stable & Barn Permits	5,600					
3.486	Carriages, Taxis, Drays	32,735					
3.489	Tourist Bicycle License	164,000					
3.490	Annual Bicycle License	15,000					
3.492	Snowmobile Permits	2,000	1,298,946				
	State Revenues						
3.541	State Revenue - Sales Tax	64,000					
3.542	Liquor Licenses	16,000					
3.552	MCOLES	1,000					
3.709	Marine Assistance	0	81,000				
	Fines & Forfeits						
3.491	Impound Fees	1,000					
3.660	Ordinance Fines	1,000	2,000				
	Charges for Services						
3.618	Collection Fees	100,000					
3.620	Recreation Fees	2,600	102,600				
	Interest & Rents						
3.664	Interest & Penalties	50,000					
3.675	Rents & Royalties	116,836	166,836				
	Other Revenue Sources						
3.680	Telescope Revenue	600					
3.683	Stuart House Admission/Donation	20,000					
3.690	War Memorial Donations	100					

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801	Contracted Services	500					
860	Transportation	200					
900	Printing & Publishing	1,000					
902	In-Service Training	300	6,446				
	ACCOUNTING (208)						
801	Contracted Services	72,000	72,000				
	ASSESSOR (209)						
702	Salaries	43,000					
704	Fringe Benefits	7,235					
740	Operating Supplies	4,500					
801	Contracted Services	43,000					
900	Printing & Publishing	890	98,625				
	LEGAL (210)						
801	Contracted Services	270,000					
802	Planning Commission Contracted Service	10,000					
803	Historic District Commission Contracted Service	20,000	300,000				
	CITY CLERK (215)						
702	Salaries	50,463					
704	Deputy Salaries	12,000					
714	Fringe Benefits	6,684					
740	Operating Supplies	700					
860	Travel	900					
902	In-Service Training	800					
958	Dues	100					
960	Misc	100	71,747				
	<b>Total General Government</b>			<b>\$782,760</b>			
	<b>Expenditures - General Fund</b>						
		Line Item	Activity				
	<u>Activity</u>	<u>Total</u>	<u>Total</u>				
	BOARD OF REVIEW (247)						
860	Transportation	200					
900	Printing	500	700				
	CITY TREASURER (253)						
702	Salaries	50,463					
704	Deputy	1,000					
714	Fringe Benefits	4,937					

	902 In Service Training	500					
	740 Operating Supplies	4,200					
	900 Printing	4,200	65,300				
	CITY HALL (265)						
	727 Office Supplies	5,930					
	740 Operating Supplies	11,000					
	850 Communications	45,765					
	922 Refuse	200					
	930 Repairs & Maintenance	0					
	970 Capital Outlay	0	62,895				
	RESTROOMS (267)						
	740 Operating Supplies	26,500					
	801 Contracted Service	85,511					
	930 Repairs & Maintenance	2,000	114,011				
	Total General Fund		\$242,905				
	Public Safety						
	POLICE DEPARTMENT (305)						
	702 Salaries	606,286					
	714 Fringe Benefits	124,625					
	720 Pre-Employment Testing	2,600					
	740 Operating Supplies	5,000					
	745 Uniforms & Equipment	24,000					
	801 Contracted Services	30,150					
	850 Communications	7,360					
	860 Transportation	3,000					
	873 Gasoline	14,000					
	875 Snowmobile Permits	500					
	900 Printing & Publishing	300					
	902 Training	1,000					
	903 MCOLES	500					
	930 Repairs & Maintenance	3,000					
	935 Vehicle Repairs	7,500					
	958 Dues	0					
	970 Capital Outlay	0	829,821				
	Expenditures - General Fund						
	Line Item	Activity					
	Activity	Total	Total				

	FIRE DEPARTMENT (336)							
702	Salaries	135,914						
714	Fringe Benefits	10,397						
740	Operating Supplies	1,500						
745	Uniforms & Equipment	1,000						
850	Communications	1,200						
860	Transportation	1,500						
902	In-Service Training	4,000						
930	Repairs & Maintenance	26,600						
958	Dues	100						
960	Misc	200						
970	Capital Outlay	0	<u>182,411</u>					
	MARINE RESCUE (346)							
702	Salaries	48,000						
714	Fringe Benefits	3,672						
740	Operating Supplies	1,500						
745	Uniforms & Equipment	0						
756	Grant Funded Expenses	0						
873	Gasoline	12,000						
930	Repairs & Maintenance	3,500						
940	Boat Dockage	4,200						
970	Capital Outlay	0	<u>72,872</u>					
	PROFESSIONAL SERVICES (412)							
801	Cont Serv - Arch, Eng & Surveying	12,000	<u>12,000</u>					
	MEDICAL CENTER (611)							
801	Contracted Services	30,000	<u>30,000</u>					
	EMS (651)							
801	Contracted Services	300,000	<u>300,000</u>					
	<b><u>Total Public Safety</u></b>			<b><u>\$1,427,104</u></b>				
	<b><u>Public Works</u></b>							
	PUBLIC WORKS/STREET LIGHTS (448)							
702	Salaries & Wages	249,631						
714	Fringe Benefits	26,345						
740	Operating Supplies	29,300						
741	Garbage Bags & Removal	74,000						
742	Christmas Decorations	3,500						
801	Contracted Services	8,500						
860	Transportation	1,930						
930	Repairs & Maintenance/Other	1,200						

	941 Hydrant Rentals	9,000						
	975 Street Improvements	43,630						
	980 Sidewalk Improvements	4,500	451,536					
	BUILDING & GROUNDS (450)							
	921 Cloverland	80,000						
	922 Department of Public Works	14,000						
	930 ADT	7,000						
	931 Elevator Annual Maintenance	11,700						
	932 Repairs & Maintenance	49,864						
	940 Coal Dock Bottom Lands Lease	3,700						
	993 Property Taxes	20,552						
	970 Capital Outlay	0	186,816					
	Total Public Works		\$638,353					
	Expenditures - General Fund							
		Line Item	Activity					
	Culture & Recreation	Total	Total					
	PARKS AND RECREATION DEPT (751)							
	702 Salaries	54,036						
	714 Fringe Benefits	6,446						
	740 Operating Supplies	4,405						
	760 Program Expenditures	16,900						
	860 Transportation	4,457						
	900 Printing	2,000						
	902 In-Service Training	4,600						
	930 Repairs and Maintenance	18,375						
	958 Dues	745						
	960 Miscellaneous	100						
	962 Fireworks	11,200						
	963 War Memorial	100						
	970 Capital Outlay							
	980 Grant Expenditures	46,603	169,967					
	STUART HOUSE (752)							
	702 Salaries	12,593						
	714 Fringe Benefits	1,606						
	740 Operating Supplies	1,200						
	900 Printing & Publishing	0	15,398					

	<b>Total Culture &amp; Recreation</b>			<b><u>\$185,365</u></b>				
	<b><u>Other Functions</u></b>							
	INSURANCES (851)							
714	Liability & Property	59,800						
715	Workmen's' Compensation	12,000						
716	Hospitalization	280,217						
717	Life Insurance	4,000						
719	Prescription & Medical Reimbursements/HRA	29,603	<u>385,620</u>					
	<b>Total Other Functions</b>			<b><u>\$385,620</u></b>				
	<b>TOTAL EXPENDITURES</b>			<b><u>\$3,662,107</u></b>				
	<b><u>Operating Transfers</u></b>							
	TRANSFERS TO OTHER FUNDS (965)							
896	To Engineering Dept. Fund	75,495						
898	To Fire Truck Debt Service	0						
991	Forest Way Housing Debt	0						
995	To Coal Dock Debt	0						
996	To Major Street Fund	91,896						
997	To Local Street Fund	163,545						
998	To Library Fund	69,812						
999	To Cemetery Fund	14,076						
			<u>414,824</u>					
	<b>Total Operating Transfers</b>			<b><u>\$414,824</u></b>				
	<b>TOTAL EXPENDITURES &amp; OPERATING TRANSFERS</b>			<b><u>\$4,076,931</u></b>				
			<b><u>DIFFERENCE</u></b>	<b><u>0</u></b>				
	<b>LIBRARY FUND</b>							
	<b>Revenues - Library Fund</b>							



	Activity	Line Item	Activity					
		<u>Total</u>	<u>Total</u>					
3.541	MICF Rollover	3,419						
3.556	State Revenue - Reimbursements	575						
3.559	MICF Disbursement	20,030						
3.591	Donations	1,000						
3.625	Book Sales	2,000						
3.626	Video/DVD Rentals	0						
3.627	Copier Income	500						
3.629	Membership Fees	880						
3.664	Interest Income	2,300						
3.665	Book Fines	0						
3.665	Penal Fines	4,900						
3.700	Transfer from General Fund	69,812	<u>105,416</u>					
	<b>Total Revenues</b>		<b><u>105,416</u></b>					
<b>Expenditures - Library Fund</b>		<b>Transfer # 965.998</b>	<b>Department # (790.000)</b>					
	EXPENDITURES (790)							
702	Salaries (Librarian)	49,317						
704	Salaries (Assistant Librarian)	17,002						
714	Fringe Benefits - Librarian	5,429						
714	Fringe Benefits - Asst. Librarian	2,168						
727	Office Supplies	550						
740	Operating Supplies	700						
747	Books & Magazines	10,000						
760	Program Expenditures	1,700						
801	Contracted Services	5,750						
802	Cooperative Dues	550						
850	Communications	0						
902	In-Service Training	0						
920	Utilities - Electric	8,500						
921	Utilities - Water/Sewer	750						
930	Repairs & Maintenance	3,000						
999	Capital Expenditures	0	<u>105,416</u>					
	<b>Total Expenditures</b>		<b><u>105,416</u></b>					
		<b><u>DIFFERENCE</u></b>		<b><u>0</u></b>				

<b>MAJOR STREET FUND</b>								
<b>Revenues - Major Street Fund</b>								
		Line Item	Activity					
	<u>Activity</u>	<u>Total</u>	<u>Total</u>					
	STATE SHARED REVENUES							
3.546	State Revenues	70,364						
3.550	S.O.M. - Trunkline Reimbursement	191,503						
3.699	Transfer from General Fund	91,896						
	<b>Total Revenues</b>		<b><u>353,763</u></b>					
<b>Expenditures - Major Street Fund</b>								
		Transfer # 965.996	Department # (463.000/486.000)					
	ROUTINE MAINTENANCE (463)							
801	Contracted Services	178,915						
	TRUNKLINE MAINTENANCE (486)							
801	Contracted Services	174,848						
	TRANSFERS							
	Transfers to MTF Bond Debt Fund	0	<u>0</u>					
	<b>Total Expenditures</b>		<b><u>353,763</u></b>					
		<b><u>DIFFERENCE</u></b>	<b><u>0</u></b>					
<b>LOCAL STREET FUND</b>								
<b>Revenues - Local Street Fund</b>								

		Line Item	Activity					
	<u>Activity</u>	<u>Total</u>	<u>Total</u>					
	REVENUES							
3.546	State Shared Revenue - Local Streets	35,540						
3.699	Transfer from General Fund	163,545	<u>199,085</u>					
	<b>Total Revenues</b>		<b><u>199,085</u></b>					
	<b>Expenditures - Local Streets</b>	<b>Transfer # 965.997</b>	<b>Department # (463.000)</b>					
	EXPENDITURES (463)							
801	Contracted Services	199,085						
	<b>Total Expenditures</b>		<b><u>199,085</u></b>					
		<b><u>DIFFERENCE</u></b>		<b><u>0</u></b>				
	<b>CEMETERY FUND</b>							
	<b>Revenues - Cemetery Fund</b>							
		Line Item	Activity					
	<u>Activity</u>	<u>Total</u>	<u>Total</u>					
	REVENUES							
3.600	Charges for Services	6,000						
3.664	MICF Cemetery Perpetual Care Fund	5,184						
3.610	MICF Cemetery Preservation Fund	16,746						
3.700	Transfer from General Fund	14,076	<u>42,006</u>					
	<b>Total Revenues</b>		<b><u>42,006</u></b>					
	<b>Expenditures - Cemetery Fund</b>	<b>Transfer # 965.999</b>	<b>Department # (276.000)</b>					

	EXPENDITURES (276)							
702	Salaries	24,013						
714	Fringe Benefits	2,493						
740	Operating Supplies	11,000						
860	Transportation	0						
930	Repairs & Maintenance	4,500						
970	Capital Outlay	0		42,006				
	<b>Total Expenditures</b>			<b>42,006</b>				
		<b>DIFFERENCE</b>		<b>0</b>				
	<b>ENGINEERING DEPARTMENT</b>							
	Planning, HDC, Street Admin							
	<b>Revenues - Engineering Department Fund</b>							
		Line Item		Activity				
	<u>Activity</u>	<u>Total</u>		<u>Total</u>				
	REVENUES							
3.600	Permit Fees	120,000						
3.700	Transfer from General Fund	75,495		195,495				
	<b>Total Revenues</b>			<b>195,495</b>				
	<b>Expenditures - Engineering Department Fund</b>							
	<b>PLANNING COMM/HISTORIC COMM/ZONING</b>	<b>Transfer # 965.896</b>	<b>Department # (371.000)</b>					
	EXPENDITURES							
702	Salaries	159,633						
714	Fringe Benefits	21,980						
740	Operating Supplies	1,232						
747	Books & Periodicals	2,400						
860	Transportation	3,000						
900	Printing & Publishing	3,750						
902	In-Service Training	1,500						
958	Dues	2,000		195,495				

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