



## City Departments



***The City of Manistee operates under a Council – Manager form of government. The City Manager is appointed by the City Council.***

### City Manager

The City Manager is the Chief Administrative Officer for the City of Manistee. The Manager is primarily responsible for the efficient administration of all city departments; the enforcement of all city laws and ordinances; the appointment of certain city department heads, with the consent of City Council; to fully advise the council on policies, affairs, financial conditions and the needs of the city; the enforcement of any franchises, contracts or agreements and the recommendation and administration of an annual city budget.

Phone 231.398.2801 | Fax 231.723.1546 | Email [bgambill@manisteemi.gov](mailto:bgambill@manisteemi.gov)

### City Assessor

The City Assessor is an administrative officer appointed by the City Council. The Assessor is responsible for property tax administration, valuation and record-keeping for real and personal property in the city. Real property is land and improvements. Personal property includes furniture, fixtures, machinery and equipment and is generally owned by commercial, industrial and utility companies.

Phone 231.398.2802 | Fax 231.723.1546 | Email [mwhetstone@manisteemi.gov](mailto:mwhetstone@manisteemi.gov)

### City Clerk

The office of City Clerk is responsible for accounts payable; banner permits; employee benefits; employee & retiree insurance; maintaining voter registration records; management of school, local, state and federal elections; payroll management and maintenance; preparation of council minutes; publishing ordinances and board vacancies; safekeeping all city documents and records retention coordinator.

Phone 231.398-2803 | Fax 231.723.5410 | Email [hpefley@manisteemi.gov](mailto:hpefley@manisteemi.gov)

### Financial Services

The Financial Services Department is responsible for all financial activities in the city, with three main areas of responsibility: finance, treasury and information technology. Activities in the department include drafting policies and procedures; property & casualty insurance claims; investing all city funds; maintaining the city's accounting records; managing the annual audit; receiving all city revenue; paying all city bills; preparing the annual budget; serving as Chief Technology Officer & managing IT contracts.

Phone 231.398.2804 | Fax 231.723.5410 | Email [ebradford@manisteemi.gov](mailto:ebradford@manisteemi.gov)

### Planning & Zoning

The Planning & Zoning Department is responsible for the issuance of Land Use Permits, Sign Permits and works directly with the Planning Commission. In addition all requests for the Historic District Commission and Zoning Board of Appeals are processed in the Department.

Phone 231.398.2805 | Fax 231.723.1546 | Email [mszokola@manisteecountymi.gov](mailto:mszokola@manisteecountymi.gov)

### [Police Department](#)

The Manistee City Police Department is a young, progressive department with many plans for the future. The department works in conjunction with local law enforcement agencies and rescue services to provide the best service to the community and its guests. The department currently averages 1,400 documented complaints annually.

Emergency 911 | Non-Emergency 231.723.2533 | Fax 231.398.2010 | Email [jglass@manisteemi.gov](mailto:jglass@manisteemi.gov)

### [Fire & EMS](#)

The department provides the city with fire protection and medical response services, including advanced life support transport services. In addition, firefighters conduct an active fire prevention program, conduct fire prevention and preplanning inspections, inspect the city's fire hydrants and maintain the city's 117-year-old fire station. All firefighters are specially trained for cold water and confined space rescue, and some hazmat operations.

Emergency 911 | Non-Emergency 231.723.1549 |  
Fax 231.723.3519 | Email [mcameron@manisteemi.gov](mailto:mcameron@manisteemi.gov)



### [Public Works](#)

The Department of Public Works is the largest and most diverse of the city's departments. Its main areas of work include the streets, [parks](#), [water](#) system, [sewer](#) system, Wastewater Treatment Plant (WWTP), motor pool and the maintenance of these facilities. It provides such services as snow plowing, sanding, street repairs, traffic control, tree trimming, chipping, leaf pick-up, brush collection, park maintenance, flooding the ice rink, making compost, fleet maintenance, beach grooming and public area maintenance, to name just a few.



### **Parks Department**

Phone 231.723.4051 | Fax 231.723.1803 | Email [mmcann@manisteemi.gov](mailto:mmcann@manisteemi.gov)

### **Street Department**

Phone 231.723.7132 | Fax 231.723.1803 | Email [jmikula@manisteemi.gov](mailto:jmikula@manisteemi.gov)

### **Water Maintenance**

Phone 231.723.3641 | Fax 231.723.1803 | Email [bbanks@manisteemi.gov](mailto:bbanks@manisteemi.gov)

### **Water Billing (City Hall)**

Phone 231.723.2559 | Fax 231.723.5410 | Email [kowens@manisteemi.gov](mailto:kowens@manisteemi.gov)

### **WWTP**

Phone 231.723.1553 | Fax 231.723.1830 | Email [rmohr@manisteemi.gov](mailto:rmohr@manisteemi.gov)

