

WELCOME



2021 Resident Information Packet

4303 S. CENTER RD. BURTON, MI 48519

PH: (810) 743-1500

FAX: (810) 743-5060

<http://www.burtonmi.gov> Updated 05/18/2021



City of Burton

4303 SOUTH CENTER ROAD • BURTON, MI 48519

PHONE (810) 743-1500 • FAX (810) 743-5060 • www.burtonmi.gov

Dear Neighbor:

I would like to welcome you to the City of Burton. The City of Burton, formerly known as Burton Township, was established in 1972. Through the years, our City has grown in so many ways, making it a great place to live, work and raise your family.

This resident information packet is your one stop shop for all City of Burton information. The resident information packet highlights our administrative staff, our city council members and meeting schedules. There is also information on waste pickup, recycling and permits for fire and dumping, etc. We hope this information can help you better navigate what our beautiful city offers. If you have any questions, feel free to contact City Hall, Monday through Friday 9:00 a.m. to 5:00 p.m. at (810)743-1500.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Haskins", is written over a light blue horizontal line.

Mayor Duane Haskins

DEPARTMENT OF PUBLIC WORKS

4093 MANOR DR.

BURTON, MI 48519

Hours of Operation: Monday-Friday

8:00am-4:00pm

Building

Code Enforcement

Engineering

Major and Local Roads

Planning, Zoning

Utilities Service

BURTON CITY HALL

4303 S. CENTER RD.

BURTON, MI 48519

Hours of Operation: Monday-Friday

9:00am-5:00pm

Mayor's Office

Assessor's Office

Clerk's Office

Controller's Office

Human Resources Dept.

Treasurer's Office: (Invoice, Water, Sewer & Tax Bills)



Burton City Offices are located on S. Center Rd., North of Maple Rd. and South of Bristol Rd.

STAFF

MAYOR

DUANE HASKINS
(810) 743-1500

CLERK

RACHEAL BOGGS
(810) 743-1500

BENEFITS

BROOKE TAMEZ
(810) 743-1500

TREASURER

ALICE BRYCE
(810) 743-1500

ASSESSOR

ANN ABBEY
(810) 743-1500

HUMAN RESOURCES

CHARLES ABBEY
(810) 743-1500

DPW DIRECTOR

CHARLES ABBEY
(810) 743-1500

SENIOR CITIZEN'S DIRECTOR

JEAN JOHNSON
(810) 744-0960

POLICE CHIEF

BRIAN ROSS
(810) 742-2542

FIRE CHIEF

KIRK WILKINSON
(810) 742-2158

CITY ATTORNEY

AMANDA DOYLE
(810) 767-6860

COUNCIL MEMBERS

STEVE HEFFNER, COUNCIL PRESIDENT

(810) 743-4615

s.heffner@burtonmi.gov

GREG FENNER, COUNCIL VICE PRESIDENT

Legislative Committee Chair
Metropolitan Alliance Committee Alt.
LED Committee

(810) 744-0921

g.fenner@burtonmi.gov

CHRISTINA CONLEY, COUNCIL

Parks and Recreation Committee
Library Board
Zoning Board of Appeals
Public Access Committee
Legislative Committee

(810) 569-4028

t.conley@burtonmi.gov

tconley15@gmail.com

TOM MARTINBIANCO, COUNCIL

Legislative Committee
Finance Committee
LED Committee - Chair

(810) 399-6162

t.martinbianco@burtonmi.gov

mteelong@yahoo.com

VAUGHN SMITH, COUNCIL

Planning Commission
Public Access Committee-Chair
Finance Committee Chair

(810) 516-9614

v.smith@burtonmi.gov

DANNY WELLS, COUNCIL

LED Committee
Metropolitan Alliance Committee
Public Access Committee
Solid Waste and Recycling Committee
Finance Committee

(810) 955-5532

d.wells@burtonmi.gov

dannytwells@gmail.com

DEBORAH WALTON, COUNCIL

Genesee County 911 consortium
Solid Waste & Recycling Committee

(810) 407-8692

troywalton48529@comcast.net

2021 COUNCIL MEETING SCHEDULE

Council meetings are held on the 1st & 3rd Monday of each month
(unless otherwise indicated)

Please Note Change in Schedule

The following meetings will be held on Thursday:

January 21, 2021

(Change due to Martin Luther King Jr Day on Monday, January 18, 2021)

July 8, 2021

(Change due to Independence Day (observed) on Monday, July 5, 2021)

September 9, 2021

(Change due to Labor Day on Monday, September 6, 2021)

November 4, 2021

(Change due to being the day before the General Election on Monday, November 1, 2021)

January 7 & 21*	7:00 PM	July 8* & 19	7:00 PM
February 1 & 15	7:00 PM	August 2 & 16	7:00 PM
March 1 & 15	7:00 PM	September 9* & 20	7:00 PM
April 5 & 19	7:00 PM	October 4 & 18	7:00 PM
May 3 & 17	7:00 PM	November 4* & 15	7:00 PM
June 7 & 21	7:00 PM	December 6 & 20	7:00 PM

*Thursday Meetings

OTHER MEETINGS Each Month

Planning: 2nd Tues. 5:00 pm

DDA: 3rd Mon. 8:30 am

Parks & Rec: 2nd Wed. 5:30 pm

ZONING: 3rd Thurs. 5:00 pm

EMTERRA
1606 E. Webster Rd.
Flint, MI 48505
(810) 667-4885



CURBSIDE WASTE REMOVAL RULES

- Garbage must be at the edge of the road, outside the ditch line, by **6:00 a.m.** on the day of collection.
- You may have an unlimited amount of garbage bags, but the size of the garbage bags may only be 35 gallons or less.
- **Trash must be bagged and not loose in containers. (Please use proper trash bags).**
- If raining please make sure can is not full of water as it may freeze during winter months and become too heavy for pick up, bags become frozen to the can making it impossible for the pickup.
- Each Burton household will receive one (1) free dump permit per month.
- You are allowed to set out one (1) large item per week on your normal trash day as long as it is **under 50lbs and two people can lift it.**

ACCEPTABLE ITEMS INCLUDE:

- Couches, chairs, tables, televisions, washers, dryers, stoves, box springs.
- LATEX paint cans (must be dried out with kitty litter or sand (lid off)
- **Oil Paint is considered Hazardous Waste and will not be picked up.**
- Tires (must be cut in half, two tires per week allowed).
- Carpet (rolled and tied in bundles under 4ft. in length, 45lbs. or less, no more than 8 rolls per week),
- Mattresses (folded over and tied).

*Refrigerators, freezers and air conditioners will be picked up at the curb with Freon removed and the service company who removed it attaches a sticker with date of removal.

UNACCEPTABLE ITEMS INCLUDE:

- Chest freezers
- Cast iron tubs, cement, concrete, rocks
- Oil paint, oils
- Whole tires
- No nails or screws
- Only small amounts of waste materials from demolition will be accepted as a normal amount of refuse.
 - All material must be bagged or tied in bundles no larger than 4ft.x1ft. diameter.

- No nails or screws
- In greater quantity, it will be regarded as industrial refuse and must be removed by the resident or by a building or demolition contractor who is employed by the resident.



RECYCLING



Recycling is retrieved the same day as your trash and yard waste day and **must be out by 6:00 a.m.**

City of Burton offers containers for **\$7.00** each and free stickers if you want to use your own container with a lip or handle on it. (35 gallons maximum with at least 1 handle/lip and under 50lbs.).

Recycling is recommended to be on opposite side of driveway as the trash and label facing the road.



YARD WASTE

Pickup starts the first full week in April and runs until the last full week in November each year.

Yard Waste is the same day as your garbage and recycling pickup and **must be out by 6:00 a.m.**

Brown paper yard waste bags are acceptable and are purchased at supermarkets, grocery stores and hardware stores.

You may also purchase your own recycle bin (35 gallon or less with at least one handle/lip). The City of Burton has free yard waste stickers for you to place on the container (label must face the road and be on the same side as recycling.)



BULK ITEMS

ONE BULK ITEM PER WEEK

All Bulk items include, but not limited to, the following:

Stoves	Air Conditioners	Refrigerators	Bed Frames
Hot Water Heaters	Water Softeners	Garbage Disposals	Freezers
Dishwashers	Dryers	Humidifiers	Treadmills
Washers			

FREON MUST BE REMOVED BY A LICENSED COMPANY AND TAGED WITH DATE OF REMOVAL.

Bulk items will be picked up the same day as trash. Freon-based appliances will be picked up at the curb with Freon removed. The service company who removed the Freon must affix a sticker stating the Freon has been removed.

CARPETING

Rolled and tied in 4-foot sections no heavier than 45lbs. each, eight rolls per week.

CARDBOARD

Cardboard boxes may be placed out for pickup, flattened, bundled into stacks, and tied with twine to secure. Cardboard should be no longer or wider than 3 feet and flattened.

COMPUTERS

Computer monitors, desktops, and printers are all allowed at no extra charge as long as there is no more than one complete unit (monitor, desktop, and printer). Additional items or larger office equipment require bulk item handling if heavier than 50lbs.

TIRES (AUTO)

Whole tires are not acceptable to collect as trash in Michigan landfills effective November 1, 2004 under Michigan Public Act 34. We advise customers to check with a local tire store for disposal options because **cutting a tire in half is difficult and a potentially dangerous process.** If tires are cut in half, a MAXIMUM of four halves per week (two tires with no rims) will only be accepted.

LUMBER

Small amounts (less than 1/2 yard per week) of construction/demo material accepted. Includes drywall, wood, etc. Must be bundled and tied, no greater than 4 feet in length. Cannot weigh more than 50lbs. All nails, screws etc. must either be removed or pounded down into the wood.

NON-COLLECTIBLE

Products such as **ANIMAL WASTE**, insecticides, oil, gas, propane tanks, antifreeze, concrete, gravel, dirt, sod, rock, stones, stumps, any car parts, car batteries, riding mowers, cement (even if attached to something), bricks, roofing shingles, paint cans with paint still in it, oil paint, and similar items are also unacceptable. **See “Hazardous & Electronic Waste Collection” below.**

**Christmas Trees will be picked up until the end of January.
Christmas Trees must be bare (no ornaments, no hooks, etc.)**

HAZARDOUS & ELECTRONIC WASTE

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION holds two Hazardous Waste Collection days per year (in May and October). Check dates and locations by calling **(810) 762-7744**. Any item labeled toxic, corrosive, flammable or reactive are considered hazardous. Many products in your kitchen, bathroom, basement and garage require special disposal procedures. A list is available at www.gcmpc.org

2021 WASTE REMOVAL Holiday Schedule

New Year's Day: Friday, January 1, 2021 (No Collection)
Service delayed by one day
Tuesday-Thursday Collection on Schedule

Memorial Day: Monday, May 31, 2021 (No Collection)
Tuesday-Friday: Service delayed by one day

Independence Day: Sunday, July 4, 2021 (No Collection)
Tuesday-Friday: Collection on Schedule

Labor Day: Monday, September 6, 2021 (No Collection)
Tuesday-Friday: Service delayed by one day

Thanksgiving Day: Thursday, November 25, 2021 (No Collection)
Tuesday-Wednesday: Collection on Schedule
Thursday-Friday: Service delayed by one day

Christmas Day: Saturday, December 25, 2021 (No Collection)
Tuesday-Friday: Collection on Schedule

CALENDAR YEAR 2022 **Saturday, January 1, 2022 (No Collection)**
2022 New Year's Day **Tuesday-Friday: Collection on Schedule**



EMTERRA
Environmental USA

*We're your
hometown choice!*

CURBSIDE YARD WASTE REMOVAL

YARD WASTE INCLUDES:

Lawn Clippings
Brush
Thatch
Leaves
Border Edgings
Tree & Plant Pruning
Vines & Garden Clearings

Rules:

- Yard waste may be placed in a thirty-five (35) gallon container or smaller, under 50lbs., with at least one handle and yard waste stickers on the front and the back of the container.
- Free Yard Waste Stickers are available at City Hall...limit four per household.
- Yard waste may also be placed in the **2-ply paper yard waste bags**, which are available in stores.
- Bags or containers should weigh no more than 50lbs.
- Brush or branches should be no more than 2 inches in diameter and bundled in 4ft. lengths or smaller.
- Yard waste is picked up from the **first FULL week in April through the last FULL week in November (weather permitting)**. Contact City Hall for specific beginning and ending dates.

****Non-Collectible:** gravel, dirt, sod, rock, stones, stumps, cement. **

Acceptable Items



SINGLE STREAM, NO-SORT RECYCLING IS EFFICIENT, IT SAVES TIME AND SPACE AND IT IS GOOD FOR THE ENVIRONMENT!

RECYCLE RIGHT, MICHIGAN

Include these items (rinsed & free of grease, food & other residue) in your single stream recycle bin – no sorting or bagging required.

PLASTICS

WHAT Plastics labeled #1–7 including bottles, lids, containers, take-out food containers, clamshells and trays, #5 and #6 single serve coffee pods.

HOW Rinsed and free of grease, food and other residue.



GLASS

WHAT Glass bottles and jars.

HOW Rinsed and free of grease, food and other residue.



POLYCOAT

WHAT Boxed containers for beverages and soups.

HOW Rinsed and free of grease, food and other residue.



METAL

WHAT Tin food cans, lids and beverage containers, aluminum cans and foil.

HOW Rinsed and free of grease, food and other residue.



PAPER

WHAT Newspaper, magazines, printed paper and shredded paper.

HOW Shredded paper in a clear plastic bag. This only item that should be bagged.



CARDBOARD

WHAT Corrugated cardboard, box board, paper board and cartons.

HOW No larger than 4' x 4' x 1'.



Unacceptable items - These items are NOT accepted with your recycling and require alternative handling.



Napkins, paper towels and food soiled cardboard – put these in your organic bin.



Textiles and other items that can be re-used.



Plastic items not labeled #1–7 or large plastic products.



Diapers and personal hygiene products.



Ceramics, glassware and housewares.



Hazardous waste, sharps and electronics.



Scrap metal, wires and cables, home and construction waste.



Organic, kitchen, yard and animal waste.

DUMP PERMITS

Dump permits with regulations are available at the Burton City Hall.

- Each Burton household is entitled to: **One (1)** free dump permit per month.
- **You must reside at said household and it must be your principal residence.**
- **MUST HAVE PROOF OF RESIDENCY** (valid ID, water bill)

Only Burton residents are allowed to request a permit and must be obtained at Burton City Hall.

DUMP PERMIT REGULATIONS:

- Each Burton household is entitled to **One (1) free dump** permit per month.
- Dump permits are only good for materials coming from the individual's house. Proper identification is required at the landfill (example: driver's license or State ID.)
- One dump permit is good for the equivalent of a standard-size bed of a pick-up truckload, under 1000 lbs. If the load is larger than a standard size pick-up bed, you will be charged the difference. You will also be asked to drive back to the landfill. A reflective vest is required to enter landfill.
- Dump permits are good for the following materials:
 - Small amounts of household demolition.
 - Household refuse.
 - Michigan State Law requires that a tarp be used to cover each load.
 - You **MUST** be completely **UNLOADED** and out before closing time.

If you are unable to use the permit within the calendar month, you must return it to City Hall and a new one will be issued. If you lose your permit, a new one will **NOT** be issued.

FREON MUST BE REMOVED BY A LICENSED COMPANY AND TAGED WITH DATE OF REMOVAL.

*If you have any questions, please call the **Brent Run Landfill** 810-639-3077*

Hours: Brent Run Landfill is open **Monday through Friday from 7:00 a.m. to 3:00 p.m.**

Brent Run Landfill

8335 Vienna Rd.

Montrose, MI 48457

FOLLOW I-75 N/US-23 N TO M-57 W IN VIENNA TOWNSHIP.

TAKE EXIT 131 FROM I-75 N/US-23 N

Follow M-57 W to your destination in Montrose Township.

Burton's Emterra Rewards Program

EmterraRewards.com is an affinity program that offers Burton residents savings from local, regional and national businesses just for being an Emterra Environmental USA customer! In addition to the hundreds of saving coupons available, EmterraRewards also gives out thousands of dollars in gift cards every month in random drawings among all participants in the program. It's easy to join. Simply go to www.EmterraRewards.com and click Sign Up. Choose "Burton" under the community menu and follow the prompts to activate your FREE rewards account. Emterra Rewards provides Burton residents with great savings, random drawings and informative e-blasts to keep the community engaged and saving at places they shop every day. Welcome Burton residents! We look forward to serving you!



BURNING PERMIT REGULATIONS:

General Rules that apply to all types of burning:

- Burning permits are issued for one and two-family dwellings, residential only. No commercial permits are available.
- Permits issued for a household require the burning to take place at that household only.
- You must have your permit on hand and available any time you are burning.
- An adequate fire line shall be made around the area to be burned and the fire shall be attended at all times.
- There shall be a garden hose or an adequate method of extinguishment on hand at all times while the fire is burning.
- **Burning in a barrel is not permitted.**
- You may not burn when it is windy.
- It is illegal to burn in the City of Burton without a burning permit. Permits may be obtained from the Fire Dept., City Hall and our Website at www.burtonmi.gov
- A person shall not cause or permit the emission of air contaminants in quantities that cause, alone or in reaction with other contaminants, either of the following:
 - Injurious effects to human health or safety, animal life, plant life of significant economic value, or property. (smoke and ash shall not be a nuisance to neighbors)
 - Unreasonable interference with the comfortable enjoyment of life and property.

OPEN BURNING PERMIT REGULATIONS:

- Burning permitted only for brush, tree limbs and garden debris.
- No leaves, grass or building materials
- You are allowed **four (4), two days, OPEN BURNING PERMITS** per household per year.
- Open Burning must be fifty (50) feet from any building or structure.
- An adequate fire line shall be made around the area to be burned and the fire shall be attended at all times.
- There shall be a garden hose or an adequate method of extinguishment on hand at all times while the fire is burning.
- Burning in a barrel is not permitted.
- The burning pile shall not exceed an area of four feet by five feet - (4'x5'); anything larger will be considered illegal.
- **Fires must be extinguished by sundown.**
- Any property loss caused by any person or persons open burning, either by permit or illegally, is the responsibility of that person and they may be held liable for all losses.

If you are unable to burn on the days your open burn permit is issued, you may receive an extension. Open burning permit extensions are granted by calling the fire City of Burton Fire Department or City Hall within thirty - (30) days of issuance.

PERSON FOUND IN VIOLATION OF THESE BURNING RULES MAY HAVE THEIR PERMIT REVOKED, BURNING PRIVILEGES SUSPENDED AND BE CHARGED FOR THE EXPENSE OF THE FIRE RUN.

RECREATIONAL BURNING PERMIT:

- Burning is permitted for seasoned wood only.
- No leaves, grass, garden debris or building materials.
- **RECREATIONAL BURNING PERMITS** are annual permits that are good for an entire calendar year and expire on December 31 regardless of the issue date.
- Recreational Burning must be twenty-five (25) feet from any building or structure.
- The burning pile shall not exceed an area of three foot by three foot – (**3'x3'**); anything larger will be considered illegal.
- **Fires shall be extinguished by 1:00 am.**
- Any property loss caused by any person or persons with a Recreational Burn, either by permit or illegally, is the responsibility of that person and they may be held liable for all losses.

PERSONS FOUND IN VIOLATION OF THESE BURNING RULES MAY HAVE THEIR PERMIT REVOKED, BURNING PRIVILEGES SUSPENDED AND BE CHARGED FOR THE EXPENSE OF THE FIRE RUN.



February 2021	Hot Fudge Run**
March 27, 2021	Easter Egg Hunt - Atherton Schools - CANCELLED
May 15, 2021	RACE2GRACE**
May 31, 2021	Memorial Day Festivities - City Hall
May 31, 2021	Memorial Day 5k Run/Walk
June 2021	Burton Youth League - Atherton Schools Field
October 23, 2021	Trick-or-Treat Trail - Bentley High School
November 1, 2021	Christmas Decorating Contest (Ends: December 13)
November 11, 2021	Veterans Ceremony (11:11am @Veterans Memorial)
November 13, 2021	Veterans Honor Run
November 27, 2021	Christmas Tree Lighting - Fire Station 1
December 4, 2021	Pizza with Santa - Bendle High School

(**not a Parks & Rec Event, Burton Race Series Event)

UPCOMING PARKS & REC MEETINGS FOR 2021 MEETINGS ARE AT 5:30PM THE SECOND WEDNESDAY OF EACH MONTH

January 13, 2021	July 14, 2021
February 10, 2021	August 11, 2021
March 17, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021

For more information or if you would like to become a sponsor, contact Amy Clous (City of Burton Parks & Rec Director) at (810)743-1500 ext. 1099



CITY OF BURTON AUTOMATIC BILL PAYMENT PROGRAM

The City of Burton is offering an automatic bill payment program for our utility customers. This is a convenient way to pay your utility bill without the worry of missing a payment and being subject to delinquent fees. By signing the authorization below, your payments will be deducted from your checking or saving account on the due date at no cost to you. For more information, call the City Treasurer's Office at (810) 743-1500.

Customers who would like to utilize this service must complete the authorization agreement listed below and return it to City of Burton, 4303 S. Center Rd., Burton, MI 48519.

UTILITY PAYMENT AUTOMATIC TRANSFER AUTHORIZATION BANK/CREDIT UNION

Name of Bank/Credit Union _____

City _____ State _____ Zip Code _____

Routing/ABA No. _____

Bank/Credit Union Account Number _____

Type of Account (must check one) Checking Savings

UTILITY ACCOUNT INFORMATION

Print Name(s) _____

Utility Account # _____ Service Address _____

Home Phone Number _____ Cell Phone Number _____

AUTHORIZATION

I (we) hereby authorize the City of Burton to initiate debit entries to my (our) account at the bank/credit union named above. The debit to my (our) account will be on the 15th day of the month that my utility account balance is due.

This authorization is to remain in full force and effect until the City of Burton and the above-named bank/credit union have received written notification or until utility service is terminated. Insufficient funds will follow the same City policy as a "non-sufficient funds check".

Signature _____ Date _____

Signature _____ Date _____

Please allow one billing cycle for automatic payments to be activated.

