

WELCOME



2020 Resident Information Packet

4303 S. CENTER RD. BURTON, MI 48519

PH: (810) 743-1500

FAX: (810) 743-5060

<http://www.burtonmi.gov> Updated 07/22/2020

HOURS OF OPERATION: MONDAY THRU FRIDAY

DEPARTMENT OF PUBLIC WORKS, 4093 MANOR Dr. BURTON, MI.

(8 AM – 4 PM)

Building

Code Enforcement

Engineering

Major and Local Roads

Planning, Zoning

Utilities Service

BURTON CITY HALL, 4303 S. CENTER RD. BURTON, MI.

(9 AM – 5 PM)

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
CONTROLLER	KAREN MOFFITT (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.

(810) 744-0921

g.fenner@burtonmi.gov

CHRISTINA CONLEY, COUNCIL

Parks and Recreation Committee

Library Board, Solid Waste &

Recycling Committee, 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

(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 chair,

Metropolitan Alliance Committee

Public Access Committee

Solid Waste and Recycling Committee

(810) 955-5532

d.wells@burtonmi.gov

dannytwells@gmail.com

DENNIS O'KEEFE

Finance Committee

Genesee County 911 Consortium

LED Committee

(810) 938-1596

OKeefe48509@yahoo.com

2020 COUNCIL MEETING SCHEDULE

***Please Note Change in Schedule**

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

Tuesday meetings January 21,2020 & September 8,2020 due to the following holidays:

Monday January 20,2020 Martin Luther King Jr. Day & Monday September 7,2020 Labor Day

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

OTHER MEETINGS Each Month

Planning: 2nd Tues. 5:00 pm

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

DDA: 3rd Mon. 8:30 am

ZONING: 3rd Thurs. 5:00 pm



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 unlimited amount of garbage bags, but the size of the garbage bags may only be 35 gallons or less.
 - 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 50 pounds 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, 45 lbs. 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. They may be taken to the landfill if the Freon is removed and the service company who removed it attaches a sticker.

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 4 ft. x 1 ft. 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.

EMTERRA
1606 E. Webster rd.
Flint MI. 48505
810-667-4885

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 50 lbs.).

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

Same day as trash 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 can also purchase your own bin (35 gallon or less with at least one handle/lip) and get a free sticker from the City of Burton and place it on your container (label must face the road and be on the same side as recycling.)

BULK

ONE BULK ITEM PER WEEK. All Bulk items include, but not limited to, the following:

FREON MUST BE REMOVED BY A LICENCED COMPANY AND THE COMPANY ATTACHES A STICKER:

Stoves	Air Conditioners
Refrigerators	Bed Frames
Hot water heaters/tanks	Water Softeners
Garbage disposals	Freezers
Dishwashers	Dryers
Humidifiers	Treadmills
Washers	

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 45 lbs. 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 50 lbs.

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 50 pounds. All nails, screws etc. must either be removed or pounded down into the wood.

NON-COLLECTABLE

Products such as 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.
(MUST be bare... remove ornaments, 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 gcmpl.org

2020 WASTE REMOVAL HOLIDAY SCHEDULE

New Year's Day:

Wednesday, January 1, 2020 (No Collection)

Monday - Tuesday Collection on schedule

Thursday-Saturday: Service delayed by one day

Memorial Day:

Monday, May 25, 2020 (No Collection)

Monday-Saturday: Service delayed by one day

Independence Day:

Saturday, July 4, 2020 (No Collection)

Monday - Friday Collection on schedule

Labor Day:

Monday, September 7, 2020 (No Collection)

Monday-Saturday: Service delayed one day

Thanksgiving Day:

Thursday, November 26, 2020 (No Collection)

Monday - Wednesday: Collection on schedule

Thursday- Saturday: Service delayed by one day

Christmas Day:

Friday, December 25, 2020 (No Collection)

Monday – Thursday: Collection on schedule

Friday-Saturday: Service delayed by one day

CALENDAR YEAR 2021:

2021 New Year's Day:

Thursday, January 1, 2021 (No Collection)

Monday – Wednesday: collection on schedule

Friday-Saturday: Service delayed by one day



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 50 lbs., with at least one handle and a yard waste sticker on the front 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 50 lbs.
- 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 thru 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.

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 our permit within 30 days, 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.

*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 is located at 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 EmterraRewards 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.

EmterraRewards 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!

FIRE PERMITS

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: (a) 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) (b) Unreasonable interference with the comfortable enjoyment of life and property.
- Permits issued for a household require the burning to take place at that household only.

OPEN BURNING PERMIT REGULATIONS:

BURNING PERMITTED BRUSH, TREE LIMBS, AND GARDEN DEBRIS ONLY. ABSOLUTELY NO LEAVES, GRASS, OR BUILDING MATERIALS.

- There will be only four - **(4), two days, OPEN BURNING PERMITS** issued 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 out 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 dept., City Hall within thirty - (30) days of issuance.

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

RECREATIONAL BURNING PERMIT:

BURNING IS PERMITTED FOR SEASONED WOOD ONLY. ABSOLUTELY 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 AND HAVE THEIR BURNING PRIVILEGES SUSPENDED AND BE CHARGED FOR THE EXPENSE OF THE FIRE RUN.



Save the Date

February 15, 2020	Hot Fudge Run
April 04, 2020	Easter Egg Hunt - Atherton Schools
May 16, 2020	RACE2GRACE
May 25, 2020 May 25, 2020	Memorial Day Festivities Memorial Day Run
June 2020	Burton Youth League
October 24, 2020	Trick or Treat Trail - Bentley High School
November 07, 2020	Veterans Honor Run
November 28, 2020	Christmas Tree Lighting
December 05, 2020	Pizza with Santa - Bendle High School

Parks and Recreation Meetings for 2020

Meetings are at 5:30 pm Second Wednesday of each month

January 8, 2020	July 8, 2020
February 12, 2020	August 12, 2020
March 11, 2020	September 9, 2020
April 8, 2020	October 14, 2020
May 13, 2020	November 11, 2020
June 10, 2020	December 9, 2020

CONTACT AMY CLOUS, PARKS & RECREATION DIRECTOR AT BURTON CITY HALL

(810) 743-1500 EXT. 1099

FOR MORE INFORMATION OR IF YOU WOULD LIKE TO BECOME A SPONSOR

~ ALL EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE ~



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.