City of

Burton

Michigan

City Clerk's Office Newsletter Jan. 2025



Happy New Year from the Burton City Clerk's Office!
Wishing you a fresh start and a year filled with exciting possibilities.
Here is what you need to know to make 2025 your best year yet.

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DEPARTMENT OF PUBLIC WORKS

CODE ENFORCEMENT

The Code Enforcement Officer's duties are to enforce Chapter 157 of the Zoning Ordinance, Chapter 91 Health and Sanitation Nuisances, and Chapter 133.04 Sanitary Conditions of the City of Burton.

- The city operates on a complaint basis. Please contact the Code Enforcement Department at 810-742-9230 or l.swayne@burtonmi.gov. Complaints are kept anonymous.
- Please understand that there is a process all complaints must go through:

1. Order made for the Code Enforcement Officer.
2. Officer gives valid complaint a ten-day notice.
3. Officer will return after ten days,
   - If a violation still exists, the property owner could receive a ticket or the property could be cleaned up by the city with all costs being charged to the property owner.
   - If all violations are corrected the Officer will close the complaint.
4. If there is another valid complaint received within a twelve-month period, a ten-day notice is not necessary, and the property owner may receive a ticket or the property could be cleaned up with all costs being charged to the property owner.

DPW FAQ's

If I am doing interior work to my house, do I need a permit?
Cosmetic work done to the interior of the house DOES NOT require a permit. (examples are painting, carpet & other floor coverings, and interior doors).
Does finishing a basement require a permit?
Finishing a basement DOES require a permit. An egress window is also required.
When are smoke detectors required?
Anytime you pull a permit for interior improvements, you will be required to install smoke detectors in all bedrooms and hallways, and they must be hard-wired & looped together.

***If you do not know whether or not you need a permit, Please call the DPW Building Department.**

POTHOLES?

The City of Burton Road Department services 71.52 miles of major streets and 106.43 miles of local streets. We may not be able to find every pothole and crack in the city. If you notice one and would like to report it, please contact us with a detailed location at 810-742-9230 or by emailing our POTHOLE HOTLINE at pothole@burtonmi.gov.

SNOW ON SIDEWALKS?

Snow removal from sidewalks is the property owner's responsibility! If you would like to make a complaint about a business or residential home that is not removing the snow from their sidewalk, please email our Road Superintendent: c.howser@burtonmi.gov or call 810-742-9230.

PUBLIC SAFETY

A message from your Fire Chief, Kirk Wilkinson

We are actively recruiting personnel who would like to join the fire department, trained or untrained. We will send any untrained new hires through the fire academy this fall. If you know anyone who lives in Burton or within a mile of Burton that would be interested in becoming a Burton Firefighter, please send them our way. Thank you

*** If you are interested in applying, you can fill out an application at the Fire Station or City Hall.*

LEARN SOMETHING NEW IN 2025

Did you know The City of Burton Fire Department offers several levels of American Heart Association CPR classes? Classes are instructed by Cpt. Jeremy Scharrer who is a certified CPR instructor and EMT-B.

Call 810-742-2158 for more information!

The Fire Department is having a BLOOD DRIVE!

March 28, 2025 10:00AM-4:00PM

Call 1-800-733-2767 or scan here to make an appointment:

American Red Cross

SNOW REMOVAL

For the City of Burton Snow & Ice Removal Plan, visit our website at:
https://www.burtonmi.gov/departments/department_of_public_works



The City of Burton takes pride in its ability to remove snow within one day on all major streets, and within 2-3 days on all local streets during a normal snow event.

Tips that will help our plow trucks better serve you:

- Please do not park on the shoulder of the road during a storm event. Although it may be allowed, the vehicle blocks the plow from getting close to the edge of the street.
- The City of Burton does not stop plowing until all streets are done, please be patient as there are laws regarding the number of hours a day a driver can be behind the wheel.
- Please understand that the Major Roads must be cleared before Local Roads. If the storm lasts more than a day, the major streets will need continuous clearing.
- **DON'T CROWD THE PLOW!** Keeping your distance will ensure the driver can see you and keep you safe.

COMMUNITY PROGRAMS & EVENTS

The Burton Senior Center
3410 South Grand Traverse Blvd
Burton, MI 48529
(810) 744-0960
Jean.Johnson@burtonmi.gov



The Burton Senior Center has many programs and services available for our senior population.

Line Dancing Class, Tech Help, Commodity Foods, Weekly Dance, Arthritis Exercise Class, Walking Group, Medical Loan Closet, Medicare/Medicaid Counselor, Travel Program, Concerts and Special Events.

Check out our newsletter at www.burtonmi.gov for all the programs and details.

UPCOMING SPECIAL EVENTS:

Homemade Card Class - Tuesday, January 21st @ 1:00 pm .50 per card
Navigating Health Care Pt 2 - January 23rd @ 10:00 – Free
Acrylic Painting Class - Tuesday, January 28th @ 1:00 pm $10.00 per person - Includes all supplies needed
Firekeepers - NEW February 24, 2025 - $38.00
The Angel Next Door - NEW Wednesday, March 5, 2025 - Meadowbrook Theater $106.00 incl. luncheon

Secretary of State
Mobile Office



The Secretary of State Mobile Office will be here inside the Burton Senior Center on:

Wednesday, January 22, 2025
Hours: 10 - 3 pm

They are able to do all services that are done at the branch offices with the exception of a road test. The fees are the same. Call for your appointment 810 744-0960.

Local Food Pantry & Food Distribution Locations

BURTON			
CenterPoint Church	Call Love, Inc. at 810-235-4990 for a referral	1225 S. Center Rd. Burton, MI 48509 810-743-0000	1. Call Love, Inc. at 810-235-4990 for a referral 2. Clothing also available at The Blessing Shop
Disabled American Veterans	Monday & Friday 9:00 am to 12:00 pm	4270 E. Bristol Road Burton, MI 48519	Call 810-742-9220 for more information
Harmony Baptist Church	Thursday 9:00 am to 12:00 pm	5106 E. Bristol Road Burton, MI 48519 810-742-2630	1. ID required 2. One food box per family
Holy Redeemer Outreach	Tuesday & Wednesday 1:00 pm to 3:00 pm Thursday 10:00 am to 12:00 pm & 5:00 pm to 7:00 pm **CLOSED October 29th through 31st; Thursday, November 28th; December 24th through January 2nd (REOPENS Janaury 7th)**	1227 E. Bristol Road Burton, MI 48529 810-743-8530	1. **SERVES ZIP CODES 48507 AND 48529 ONLY** 2. DRIVE-THROUGH SERVICE ONLY 3. ONE VISIT ONLY PER MONTH 4. Closed during the fifth Tuesday, Wednesday and Thursday of the month (if any)

An Election Message from your City Clerk, Racheal Boggs

Offices to be elected in 2025:

Burton City Council (3 seats) 4-yr term, ending November 2029

Join the Burton City Council!



Pick up a Candidate Packet TODAY!

Qualifications:

Must be a Citizen of the United States. *Limitations of Candidacy: No person shall qualify as a candidate for more than one elective office under City Charter (section 12.8) in any given election.*

Eligibility:

Pursuant to City Charter Section 3.2(a) to be eligible for election to and to hold a city office, a person shall be and remain a resident of the city for a period of one year and be a qualified elector at the time of election.

- **Petition Packets & candidate information will be available in the City Clerk's Office beginning February 3, 2025. The deadline to file nominating petitions and Affidavit of Identity is Tuesday, April 22, 2025, by 4:00 p.m.** (MCL 168.551).

Give us a call at 810-743-1500 Extension 1402 or 1403 if you have questions.
We are always happy to help!

Reminders from your City Treasurer, Alice Bryce



✓ The last day that 2024 real property taxes can be paid at City of Burton will be on February 28, 2025. These can be paid electronically for your convenience on our website www.burtonmi.gov or paid electronically using any Online Bill Pay feature through your banking institution. Use your Parcel ID number as your account and add City of Burton as a payee with the address of 4303 S. Center Road.

✓ Water and Sewer bills are always due on the 15th of the month. Need help with paying for past due utilities? GCCARD has a new assistance program open to all Genesee County residents. It is called the Local Water Utility Affordability (LWUA) program. They can be contacted at 810-768-4675 or at www.gccard.org for more information.

TRASH COLLECTION & PERMITS

Questions or complaints about your trash or recycling pick-up?

Call: DAN GARMAN at Emterra: 810-397-0610

or email: dan@crcminc.com



RECYCLING – ACCEPTABLE ITEMS

Newspaper	Place newspapers, phone books, magazines & glossy newspaper inserts in brown paper bags or bundle and tie with string.
Cardboard	Clean corrugated cardboard must be bundled and tied in two (2) foot squares, not exceeding a thickness of one (1) foot.
Plastic #1-7	Plastics should be rinsed clean with the cap removed. No motor oil, anti-freeze or cooking oil containers please.
Cans	Clean tin and aluminum cans. These items may be flattened to conserve space in your container.
Glass	Clear, brown and green empty glass. The glass should be rinsed out.

PLEASE REPORT ISSUES WITH YOUR WASTE COLLECTION!!!!

Emterra & the City of Burton appreciate your feedback. It helps us serve you better.

BURN PERMITS

Request a free **OPEN BURN** (3-day) permit on our website under the "How Do I" section or come see the City Hall Receptionist. Each household is entitled to 4 OPEN BURN permits per year.
Call us at 810-743-1500 or visit www.burtonmi.gov for more details.

DUMP PERMITS

Each Burton household is entitled to: One (1) **free** dump permit per month. Dump permits are issued in-person at City Hall. Call us at 810-743-1500 or visit www.burtonmi.gov for more details.

FREQUENTLY ASKED QUESTIONS (FAQ)

I have some old tires lying around. Can I put them in my trash?
Tires are not accepted. Please call Environmental Rubber Recycling Inc. 810-789-1222.

I found a dog running loose in my neighborhood. What do I do?
Contact Genesee County Animal Control at 810-732-1660 during their office hours: Tuesday, Wednesday Thursday & Friday from 12-6 PM; Saturday from 10-2PM; Sunday & Monday: Closed. Outside of these hours, please call 911 to have an officer dispatched.

If I call the city to report a complaint about my neighbor's property, will they know it was me who called?
All complainants shall remain anonymous; however, we do state that a complaint has been made. If you would like to make a code enforcement complaint and have the exact address of the property, please contact us @ l.swayne@burtonmi.gov or phone (810) 742-9230.

My trash/recycling was not picked up, what do I do?
To report a problem with trash collection, call Dan Garman with Emterra at 810-397-0610 or you can report it to the City Hall Receptionist at 810-743-1500.

I have posted questions and complaints on Facebook. Why isn't the city responding?
At this time, the city does not have any official social media platforms, including Facebook. City personnel do not monitor or respond to "Burton City Chat" or other unofficial pages. Please contact City Hall at 810-743-1500 with all concerns.

Where do I report problems with streetlights? Streetlights belong to Consumers Energy. To report outages or problems, visit their website (top of the page, under "company") at: https://www.consumersenergy.com/company/report-an-issue#report-an-issue-power

SPECIAL RECOGNITION



In this issue, we would like to spotlight NEW additions to the City of Burton Team!

Kelsey Sadro, Records Tech
Treasury Department





Rip, K-9 Officer
Police Department





Clerk's Office Newsletter (Spring Edition) coming to you in April…

City of Burton

4303 S. Center Road

Burton, MI 48519

(810) 743-1500

Website: www.burtonmi.gov