WELCOME



2026 Resident Information Packet

4303 S. CENTER RD. BURTON, MI 48519
PH: (810) 743-1500 FAX: (810) 743-5060

http://www.burtonmi.gov Updated 01/02/2025

DUANE D HASKINS
Mayor

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,



Mayor Duane Haskins

DEPARTMENT OF PUBLIC WORKS

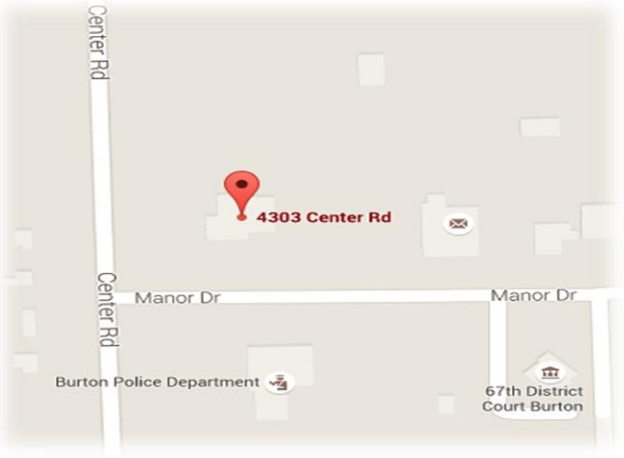
4093 MANOR DR.
BURTON, MI 48519
Hours of Operation: Monday-Friday
8:00am-4:00pm

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	**KATIE MALIN** **(810)743-1500**
TREASURER	**ALICE BRYCE** (810) 743-1500
ASSESSOR	**ANN ABBEY** (810) 743-1500
HUMAN RESOURCES	**THEODORE VALLEY** (810) 743-1500
DPW DIRECTOR	**CHARLES ABBEY** (810) 743-1500
SENIOR CITIZENS' DIRECTOR	**JEAN JOHNSON** (810) 744-0960
POLICE CHIEF	**BRIAN ROSS** (810) 742-2542
FIRE CHIEF	**KIRK WILKINSON** (810) 742-2158
CITY ATTORNEY	**AMANDA ODETTE** (810) 767-6860

COUNCIL MEMBERS

GREG FENNER, COUNCIL PRESIDENT (**810) 922-5915**
Legislative Committee g.fenner@burtonmi.gov

GARY WINES, COUNCIL, VICE PRESIDENT **(810) 919-2109**
Finance Committee - Chair g.wines@burtonmi.gov
Zoning Board of Appeals - Council Representative

STEVE HEFFNER, COUNCIL **(810) 743-4615**
LED Committee s.heffner@burtonmi.gov
Planning Commission – Council Representative
Solid Waste & Recycling Committee

CANDICE MILLER, COUNCIL **(810) 542-4555**
Burton Library Committee c.miller@burtonmi.gov
LED Committee
Legislative Committee

ELLEN ELLENBURG, COUNCIL **(810) 516-9941**
Central Communication 911 Consortium e.ellenburg@burtonmi.gov
Legislative Committee - Chair
Metropolitan Alliance Committee

TINA CONLEY, COUNCIL **(810) 569-4028**
Finance Committee t.conley@burtonmi.gov
LED Committee - Chair

KRIS JOHNS, COUNCIL **(810) 348-4437**
Finance Committee k.johns@burtonmi.gov
Parks and Recreation Commission – Council Representative

2026 COUNCIL MEETING SCHEDULE

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

Please Note Change in Schedule

Alternate meeting date due to the following:

*January 5th - Change due to the 1st day returning from holiday break
*January 19th, - Martin Luther King Jr. Day
*February 16th- President's Day (Admin Holiday)
*August 3rd -Day before state primary election
*September 7th-Labor Day
*November 2nd- Day before State General Election

January 8*& 22*	7:00 PM	July 6 & 20	7:00 PM
February 2 &19*	7:00 PM	August 6*&17	7:00 PM
March 2 &16	7:00 PM	September10*&21	7:00 PM
April 6 & 20	7:00 PM	October 5 &19	7:00 PM
May 4 &18	7:00 PM	November 5*&16	7:00 PM
June 1&15	7:00 PM	December 7& 21	7:00 PM

***Alternate Meetings Date**

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

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 within reason. The size of the garbage bags may only be 35 gallons or less. All trash must be properly contained and tied up. No small bags such as Kroger or Meijer bags. This will deemed as loose trash.
- **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 if it is **under 50lbs and two people can lift it**.
- **If this is a whole house clean out resident must use a dump permit available inside City Hall.**

ACCEPTABLE ITEMS INCLUDE:

- Couches, chairs, tables, televisions, washers, dryers, stoves, box springs. All fabric items Must be DRY (if raining cover with clear plastic).
- 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.**
- Carpet (rolled and tied in bundles under **4ft**. in length, **45**lbs. or less, no more than **8** rolls per week),
- **Mattresses must be clean and bug free. If it rains, or is dirty, or has bugs, it must be put into a plastic mattress bag available at a hardware store.**

*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
- Tires
- No nails or screws
- LUMBER-Demolition material

All material must be bagged or tied into bundles no larger than **4ft.x1ft**. diameter.
In greater quantity, it will be regarded as industrial refuse and must be removed by the resident or 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**. at the edge of the road, outside ditch line.

City of Burton offers recycling 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.
No plastic bags.



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. at the edge of the road, outside ditch line.**

Brown paper yard waste bags are acceptable and are purchased at supermarkets, grocery stores and hardware stores. **NO PLASTIC BAGS**

You may also purchase your own bin (**35 gallons 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, **8** rolls per week.
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 if 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)	**NO TIRES ACCEPTED.** **NO AUTO PARTS.**
NON-COLLECTIBLE	Products such as **ANIMAL WASTE**, **DEAD ANIMALS**, Lumber, Demolition material, insecticides, oil, gas, propane tanks, antifreeze, concrete, gravel, dirt, sod, rock, stones, stumps, any car parts, Tires, 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 Waste Collection Check dates and locations by calling (810) 762-7744. Any item labeled toxic, corrosive, flammable or reactive is considered hazardous. Many products in your kitchen, bathroom, basement and garage require special disposal procedures. A list is available at www.gcmpc.org
Environmental Rubber Recycling Inc. 810-789-1222 for tires.

EMTERRA
Environmental USA

CITY OF BURTON

You MUST have your Trash, Recycling & Yard Waste out by 6:00 a.m. on your Service Day.

COLLECTION INFORMATION

TRASH and RECYCLING PICK UP IS PROVIDED WEEKLY. If a holiday falls on or before your scheduled day, pickup will be one (1) day later than normal. If a holiday falls on a weekend, your scheduled pick up day will NOT change. **OBSERVED HOLIDAYS ARE:** New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

COMPOST will be picked up every week from the first week of April through the end of the November. Please have compost placed curbside before 6:00am on your Day of Service.
YARD WASTE must be placed in brown yard waste bags or in plastic 30-gallon containers clearly marked "X" facing the street. DO NOT USE PLASTIC BAGS FOR YARD WASTE.
Branches are to be no more than two (2) inches in diameter, no longer than four (4) foot in length, and must be bundled. Bundles and containers must weigh less than fifty (50) pounds. NO tree stumps or trunks are accepted.

ALL MATERIALS MUST BE BAGGED AND SET AT THE CURB BY 6:00 a.m. on the scheduled day of pick up. Trash must be **bagged** and may be placed in containers that should not weigh more than fifty (50) pounds each. For those with special pick up needs, contact City Hall.

UNACCEPTABLE MATERIALS:
Tires, concrete, fencing, any contractor generated materials, free liquids (paints, pesticides, etc), car parts, appliances containing Freon, fluorescent bulbs (in excess of seven per household), car batteries, syringes/needles, hazardous waste, poisons, dead animals, animal waste, industrial manufacturing waste, oil, rock and brick. Please note: these are examples and not an all-inclusive list.
If you have questions, please call Emterra Customer Service at 1-877-609-6753.

REWARDS PROGRAM: To activate your FREE rewards account go to ***www.EmterraRewards.com*** and follow the prompts to join. Savings from local, regional and national businesses are given to loyal customers.

RECYCLING

Please continue to use your existing recycling bin. If you require additional space you may use any container that is CLEARLY MARKED RECYCLING and weighs under 50 pounds when filled.

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.

1606 E. Webster Rd. Flint, MI 48505
Www.EmterraUSA.com
1-877-609-6753

*** 2026 WASTE REMOVAL***
Holiday Schedule

New Year's Day: Thursday, January 1, 2026
collection is delayed by one day.

Memorial Day: Monday, May 25, 2026
collection is delayed by one day.

Independence Day: Saturday, July 4, 2026
Collection is delayed by one day.

Labor Day: Monday, September 7, 2026
Collection is delayed by one day.

Thanksgiving Day: Thursday, November 26, 2026
Collection is delayed by one day.

Christmas Day: Friday December 25, 2026
Collection is 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 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 **Two-ply paper yard waste bags**, which are available in stores. **No Plastic bags**.
- 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

EMTERRA Environmental USA

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.

1 PETE 2 HDPE 3 PVC 4 LDPE 5 PP 6 PS 7 OTHER



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' × 4' × 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 in the 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 or 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 landfills.
- 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!



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.
- Your Driver's license must be the same address as the address you are applying for.
- **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 always attended.
- There shall be always a garden hose or an adequate method of extinguishment on hand 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 contamination in quantities that cause, alone or in reaction with other contamination, either of the following:
    - Injurious effects on 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), three consecutive days**, **OPEN BURN 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 always attended.
- There shall be always a garden hose or an adequate method of extinguishment on hand 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 person's 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 City of Burton Fire Department or City Hall within thirty - (30) days of issuance.

PERSON'S 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 or Open Burn, either by permit or illegally, It is the responsibility of that person and they may be held liable for all losses.

PERSON'S 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.



Burton
Parks and Recreation



UPCOMING EVENTS

(ALL EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE)

February 21, 2026	Hot Fudge Run**
March 28, 2026	Easter Egg Hunt-City Hall(12pm-2pm)
May 25, 2026	Memorial Day Festivities-City Hall
May 25, 2026	Memorial Day 5k Run/Walk-Atherton School
June 2, 2026	Burton Youth League-Atherton Schools Fields
September 1, 2026	Halloween Home Decorating Contest
October 17, 2026	Trick or Treat Trail-Bentley High School(12 pm-2 pm)
November 3, 2026	Christmas Home Decorating Contest
November 7, 2026	Veterans Honor Run
November 11, 2026	Ceremony (11:11 am – Veterans Memorial)**
December 5, 2026	Pizza with Santa – Bendle High School (11 am-2 pm)
December 5, 2026	Christmas Tree Lighting-Water Towel Park 96pm-7:30 pm)

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

UPCOMING PARKS & REC MEETINGS FOR 2026
MEETINGS ARE AT 5:30 PM ON THE SECOND WEDNESDAY OF EACH MONTH

January 14, 2026	July 8, 2026
February 11, 2026	August 12, 2026
March 18, 2026	September 9, 2026
April 8, 2026	October 14, 2026
May 13, 2026	November 11, 2026
June 10, 2026	December 9, 2026

For more information or if you would like to become a sponsor,
Contact Joy Roe (City of Burton Parks & Rec Director)
Jacki Malin (City of Burton & Co 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 worrying of missing 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 when my utility 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