

# WELCOME



## 2018 Resident Information Packet

4303 S. CENTER RD. BURTON, MI 48519

PH: (810) 743-1500

FAX: (810) 743-5060

<http://www.burtonmi.gov> Updated 10/01/2018

## **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

<b>MAYOR .....</b>	<b>PAULA ZELENKO (810) 743-1500</b>
<b>CHIEF OF STAFF.....</b>	<b>RIK HAYMAN (810) 743-1500</b>
<b>HUMAN RESOURCES.....</b>	<b>SUE WARREN (810) 743-1500</b>
<b>ASSESSOR .....</b>	<b>BILL FOWLER (810) 743-1500</b>
<b>CLERK .....</b>	<b>(810) 743-1500</b>
<b>TREASURER .....</b>	<b>ALICE BRYCE (810) 743-1500</b>
<b>CONTROLLER .....</b>	<b>KAREN MOFFITT (810) 743-1500</b>
<b>DPW DIRECTOR .....</b>	<b>BOB SLATTERY (810) 742-9230</b>
<b>SENIOR CITIZEN'S DIRECTOR .....</b>	<b>JEAN JOHNSON (810) 744-0960</b>
<b>POLICE CHIEF.....</b>	<b>MIKE ODETTE (810) 742-2542</b>
<b>FIRE CHIEF.....</b>	<b>MARVIN EPPERSON (810) 742-2158</b>
<b>CITY ATTORNEY.....</b>	<b>AMANDA DOYLE (810) 767-6860</b>

# COUNCIL MEMBERS

**STEVE HEFFNER, COUNCIL PRESIDENT**

**(810) 743-4615**  
[s.heffner@burtonmi.gov](mailto:s.heffner@burtonmi.gov)

**DUANE HASKINS, COUNCIL VICE PRESIDENT**

**(810) 625-1899**  
[d.haskins@burtonmi.gov](mailto:d.haskins@burtonmi.gov)

**CHRISTINA CONLEY, COUNCIL**  
Parks and Recreation Committee,  
Library Board, Solid Waste &  
Recycling Committee, Zoning Board of  
Appeals, Public Access Committee

**(810)569-4028**  
[t.conley@burtonmi.gov](mailto:t.conley@burtonmi.gov)

**TOM MARTINBIANCO, COUNCIL**  
Legislative Committee chair, Finance Committee,  
Metropolitan Alliance Committee

**(810) 742-6910**  
[t.martinbianco@burtonmi.gov](mailto:t.martinbianco@burtonmi.gov)

**VAUGHN SMITH, COUNCIL**  
Planning Commission,  
Public Access Committee chair,  
Finance Committee- Chair

**(810) 516-9614**  
[v.smith@burtonmi.gov](mailto:v.smith@burtonmi.gov)

**DANNY WELLS, COUNCIL**  
LED Committee chair, Legislative Committee  
Metropolitan Alliance Committee alt.  
Public Access Committee,  
Solid Waste and Recycling Committee

**(810) 955-5532**  
[d.wells@burtonmi.gov](mailto:d.wells@burtonmi.gov)

**DENNIS O'KEEFE**  
Finance Committee, Legislative Committee,  
Genesee County 911 Consortium,  
LED Committee

**(810) 938-1596**  
[d.okeefe@burtonmi.gov](mailto:d.okeefe@burtonmi.gov)

# 2018 COUNCIL MEETING SCHEDULE

\*Please Note Change in Schedule\*

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

## OTHER MEETINGS

\*Planning: 2<sup>nd</sup> Tues. 5:00 p.m.    \*Parks and Recreation: 2<sup>nd</sup> Wed. 5:30pm

\*DDA: 3<sup>rd</sup> MON. 8:30 am

\*ZONING 3<sup>rd</sup> Thurs. 5:00 pm



# CURBSIDE WASTE REMOVAL RULES



- Garbage must be at the edge of the road, outside the ditch line, by **7:00 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 32 gallons or less
  - Each Burton household will receive two (2) free dump permits per year
  - Call City Hall for Spring Cleanup Date
- You are allowed to set out two large items 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 advance notice to Waste Management. 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

**Contact: Keep Genesee County Beautiful for the Dates of Hazardous Waste Collection Day at (810) 767-9696.**

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.

Waste Management  
Detroit Market Area  
48797 Alpha Drive - Suite 100  
Wixom, MI 48393

**(800) 796-9696 - Toll Free OR (248) 596-3500 - Phone**

## **RECYCLING**

Recycling is retrieved the same day as your trash and yard waste day and must be out by 7:00 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. (32 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 7:00 a.m.

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

You can also purchase your own bin (32 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**

**No charge for bulk pick up. All bulky items include, but not limited to, the following:**

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 within 5-7 days, call Waste Management at **1-800-796-9696** for pickup. Freon does not need to be 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 or (810) 767-9696. 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.kgcb.net](http://www.kgcb.net)



# 2018 WASTE REMOVAL HOLIDAY SCHEDULE

**New Year's Day:**

MONDAY, January 1, 2018 (No Collection)  
**Monday - Friday:** Collection on schedule

**Memorial Day:**

Monday, May 28, 2018 (No Collection)  
**Monday - Friday: Service delayed by one day**

**Independence Day:**

WEDNESDAY, July 4, 2018 (No Collection)  
Monday -TUESDAY Collection on schedule  
**WEDNESDAY – Friday: Service delayed one day**

**Labor Day:**

Monday, September 3, 2018 (No Collection)  
**Monday – Friday: Service delayed one day**

**Thanksgiving Day:**

Thursday, November 22, 2018 (No Collection)  
Monday - Wednesday: Collection on schedule  
**Thursday – Friday: Service delayed by one day**

**Christmas Day:**

TUESDAY, December 25, 2018 (No Collection)  
**TUESDAY – Friday: Service delayed by one day**

**CALENDAR YEAR 2019:**

**2019 New Year's Day:**

**TUESDAY, January 1, 2019 (No Collection)**  
**TUESDAY– Friday: Service delayed by one day**

# **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-two (32) gallon container or smaller, under 50 lbs., with at least one handle and a yard waste sticker on front on the front.
- (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 bundled in 4ft. lengths or smaller and no more than 24 inches in diameter. Limbs cannot be any larger than 2 inches in diameter.
- Yard waste is picked up from the **first FULL week in April thru the last FULL week in November**. Contact City Hall for specific beginning and ending dates.

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

	ITEM	YES	NO	HOW
Place together in brown paper bag	<b>Newspaper &amp; Phone Books</b> 	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Newspaper inserts</li> <li>• Phone books</li> </ul>	<ul style="list-style-type: none"> <li>• No Plastic wrappers, metal or board inserts</li> <li>• No product samples</li> <li>• No plastic or metal</li> <li>• No plastic windows</li> </ul>	<ul style="list-style-type: none"> <li>• Stack neatly in brown Paper bag to avoid fly-away. Keep materials clean.</li> </ul>
	<b>Magazines &amp; Junk Mail</b> 	<ul style="list-style-type: none"> <li>• Glossy catalogs</li> <li>• Glossy flyers</li> <li>• Glossy brochures</li> <li>• Envelopes</li> </ul>		<ul style="list-style-type: none"> <li>• Keep materials clean</li> <li>• Remove &amp; discard non-recyclable materials</li> </ul>
	<b>Mixed Office Paper</b> 	<ul style="list-style-type: none"> <li>• Letters, photocopies &amp; scratch paper</li> <li>• Computer paper</li> </ul>		<ul style="list-style-type: none"> <li>• You can mix all paper together in one bag</li> </ul>
	<b>Box Board</b> 	<ul style="list-style-type: none"> <li>• Cereal boxes</li> <li>• Dry food boxes</li> <li>• Shoe &amp; tissue boxes</li> <li>• Paper towel rolls</li> <li>• Toilet paper rolls</li> </ul>	<ul style="list-style-type: none"> <li>• No laundry soap or frozen food boxes</li> <li>• No wax coating – milk/ juice containers</li> <li>• No plastic windows, metal strips, or foil</li> </ul>	<ul style="list-style-type: none"> <li>• Remove &amp; discard liners, cellophane windows</li> <li>• Flatten all boxes</li> <li>• Place all boxboard neatly into brown paper bag or bundle tightly with string</li> </ul>
	<b>Glass</b> 	<ul style="list-style-type: none"> <li>• Clear, green, brown only</li> <li>• Unbroken jars &amp; bottles</li> <li>• Rinsed container glass only</li> </ul>	<ul style="list-style-type: none"> <li>• No plate glass, light bulbs, mirror, or beverage glasses</li> <li>• No ceramics or cookware</li> <li>• No frosted/blue/ black bottles</li> <li>• No caps, lids or un-rinsed items</li> </ul>	<ul style="list-style-type: none"> <li>• Clean</li> <li>• Labels Ok</li> <li>• Remove &amp; discard lids/caps</li> <li>• Metal lids Ok when separated</li> </ul>
Place loose in recycling bin	<b>Corrugated</b> 	<ul style="list-style-type: none"> <li>• Two layer board with wavy middle layer</li> <li>*Brown paper bags</li> </ul>	<ul style="list-style-type: none"> <li>• No wax coated boxes</li> <li>• No food contamination</li> <li>• No wood/foam supports</li> </ul>	<ul style="list-style-type: none"> <li>• Flatten all boxes</li> <li>• Tape &amp; Staples Ok</li> <li>• Bundle &amp; tie 3x3 sections</li> <li>• Clean</li> </ul>
	<b>Aluminum &amp; Tin</b> 	<ul style="list-style-type: none"> <li>• Aluminum &amp; tin food cans (all rinsed)</li> <li>• Foil pie plates &amp; trays</li> <li>• Tin lids &amp; can ends</li> <li>• Lined cans OK</li> <li>• Empty Aerosol cans</li> </ul>	<ul style="list-style-type: none"> <li>• No large items/scrap metal</li> <li>• No coated foil wrappers</li> <li>• No dirty metal</li> <li>• No un-rinsed food containers</li> </ul>	<ul style="list-style-type: none"> <li>• Clean</li> <li>• Remove paper labels</li> <li>• Remove ends</li> <li>• Flatten as much as possible</li> <li>• Rinse items</li> </ul>
	<b>Plastics</b> 	<ul style="list-style-type: none"> <li>• Plastic Container Labeled #1 THRU #7</li> <li>• Milk jugs</li> <li>• Detergent bottles</li> <li>• Rinsed items only</li> </ul>	<ul style="list-style-type: none"> <li>• No automotive oil containers</li> <li>• No medical items</li> <li>• No foam insulation or packing peanuts</li> <li>• No lids, caps, or styrofoam</li> </ul>	<ul style="list-style-type: none"> <li>• Clean</li> <li>• Remove &amp; discard lids/caps</li> <li>• Crush if possible</li> <li>• Labels Ok</li> </ul>



## **FIRE AND DUMP PERMITS**

Dump permits with regulations are available at the Burton City Hall and can be requested online. Each Burton household is entitled **two** free dump permits per year.

Only Burton residents are allowed to request a permit. For electronic permits, we ask that you submit your request at least 48 hours prior to the date you wish to use the permit. In order for electronic permits to be valid, **print the permit before you begin.**

### **DUMP PERMIT REGULATIONS:**

PERMITS MUST BE USED WITHIN 30 DAYS FROM THE DATE ISSUED

- Each Burton household is entitled to **two (2) free dump** permits per year.
- Family members with a valid driver's license may apply for a permit for the head of the household. If a resident does not have a driver's license with a Burton address, some other proof of residency must be shown.
- Dump permits are only good for materials coming from the individual's house whose name is on the permit. The name on the permit is the only person who can use the permit. Proper identification is required at the landfill (example: driver's license or State ID.)
- Someone other than the resident intending to use it may pick up a permit, but the permit must be written for the user's driver's license and he or she must ride to the dump, unless special arrangements are made.
- One dump permit is good for the equivalent of a standard-size bed of a pick-up truckload, under 2000 lbs. If the load is larger than a standard size pick-up bed, you will be charged the difference.
- Dump permits are good for the following materials:
  - Concrete
  - Normal yard waste (must be separated from other trash, there is a separate drop area for yard waste)
  - Household refuse
  - Shingles etc.
  - There is an additional charge for disposal of appliances with Freon.
  - 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. You must **PRINT** permit to be valid

\*If you have any questions, please call the Venice Park Landfill at **(810) 621-9080**. \*

**Hours:** Venice Landfill is open **Monday through Friday from 7:00 a.m. to 4:00 p.m.** and on **Saturday from 7:00 a.m. to 10:00 a.m.**

## **Venice Park Landfill is located at 9536 E. Lennon Rd. in Lennon.**

**DIRECTIONS:** West on I-69 to M-13 (Exit 123 / Lennon-Saginaw Exit). Go north on M-13 to M-21, (DO NOT go down Lennon Rd thru town-you will be charged a fine of \$100), Turn left on M-21 (West), go to New Lothrop Rd. and turn left (South), Go South on New Lothrop Rd. until it ends at Lennon Rd. Turn right on Lennon Rd. and go approx. ¼ mile west. Landfill will be on the left side of the road (south side), between New Lothrop Rd. and Durand Rd.

## **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 also be obtained from City Hall in the Clerk's office.
  - 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 burn on the days your open burn permit is issued, you may receive an extension.
- Open burning permit extensions are granted by calling 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 PERMITTED 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.**

## **BURTON YOUTH LEAGUE**

Burton Parks & Recreation Director, Sue Warren

(810)743-1500 Ext. 1701

Email: s.warren@burtonmi.gov

T-Ball (Boys & Girls): Ages 4-6U

Softball (Girls): Ages 10 and up, 14 and up

Baseball (Boys): Ages 8 and up, 11 and up, 14 and up

- + Sign up at Burton City Hall or visit the website below.
- + Sponsor sign-up sheets available at Burton City Hall.
- + Games are held Tuesday & Thursday evenings.
- + Games are held at Atherton School on Genesee Rd in Burton

For additional information, please visit our website at

<http://www.leaguelineup.com/burtonyl>



## Save the Date

- February 17, 2018 Hot Fudge Race
- March 24, 2018 **EASTER EGG HUNT – Atherton Schools**
- May 19, 2018 **RACE2GRACE**
- May 28, 2018 **MEMORIAL DAY Festivities**
- May 28, 2018 **Memorial Day Run**
- June 2018 **Burton Youth League**
- October 27, 2018 **Trick or Treat Trail-Bentley High School**
- November 3, 2018 **Veterans Honor Run**
- December 8, 2018 **Pizza with Santa-Bendle High School**

## Parks and Recreation Meetings for 2018

- January 10, 2018
- February 14, 2018
- March 14, 2018
- April 11, 2018
- May 09, 2018
- June 13, 2018
- July 11, 2018
- August 08, 2018
- September 12, 2018
- October 10, 2018
- November 14, 2018
- December 12, 2018

Updated 10/01/2018

CONTACT SUE WARREN, PARKS & RECREATION DIRECTOR AT BURTON CITY HALL

(810) 743-1500

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 15<sup>th</sup> 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.**