



**CITY OF BURTON**  
**PUBLIC ACCESS COMMITTEE MEETING**  
**APRIL 27, 2016**  
**MINUTES**

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**Council Chambers**

**Special**

**2:30 PM**

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**4303 S. CENTER ROAD**  
**BURTON, MI 48519**

**This meeting was opened by Chairman Steven Hatfield at 2:34 PM.**

**A. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Absent	
Steven Hatfield	Chairman	Present	

**B. STAFF PRESENT**

Teresa Karsney, Clerk                      Mark Udell, IT Department  
Ginger Burke-Miller, Controller        Rik Hayman, Chief of Staff

**C. APPROVAL OF MINUTES**

1. Public Access Committee - Special - Sep 21, 2015 6:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ellen Ellenburg, Councilwoman
<b>SECONDER:</b>	Steven Hatfield, Chairman
<b>AYES:</b>	Ellenburg, Hatfield
<b>ABSENT:</b>	Smith

**D. AUDIENCE PARTICIPATION**

None

**E. COUNCIL DISCUSSION AND ACTION**

1. Review updated website.

Mr. Hatfield stated that he emailed the link from Revise to the members on the Public Access Committee. He said they changed the lay out of the website. He thanked Ginger Burke-Miller for the wonder pictures. He asked if the committee had any changes they would like to see.

Mr. Ellenburg stated the word Michigan should be in a different color so it would pop more. She felt the words "City of" should be bigger. But otherwise she liked the new lay out.

Mr. Hatfield thought each department should have a picture of the department head and their contact information.

Mr. Udell thought email addresses should not be listed without a Captcha feature attached. This would prevent a computer from sending staff emails. Also it looks like we will need more licenses because we don't have enough. He asked if this is the first of three presentations.

Mr. Hatfield stated yes it is the first.

Mr. O'Keefe asked if there is a way when an event is added to the calendar if citizens could sign up to get an email.

Mr. Udell stated he would ask the website company if that is possible.

Mr. Hatfield asked if the social media policy is done yet?

Mr. Hayman stated we are still working on it.

Mr. Hatfield is going to send the link to the rest of the City Council to get everyone's opinion before moving to stage 2.

Meeting was adjourned at 3:01 PM.



# CITY OF BURTON

## PUBLIC ACCESS COMMITTEE MEETING

SEPTEMBER 21, 2015

### MINUTES

Council Chambers

Special

6:00 PM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Councilman Steven Heffner at 6:00 PM.

#### I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Steven Heffner	Councilman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

#### II. STAFF PRESENT

Ginger Burke-Miller, Controller  
Rik Hayman, Chief of Staff

Teresa Karsney, Clerk  
Mark Udell, IT Department

#### III. APPROVAL OF MINUTES

- Public Access Committee - Special - Apr 20, 2015 5:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Vaughn Smith, Councilman  
**SECONDER:** Steven Hatfield, Councilman  
**AYES:** Heffner, Smith, Hatfield

- Public Access Committee - Special - Aug 17, 2015 6:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Vaughn Smith, Councilman  
**SECONDER:** Steven Hatfield, Councilman  
**AYES:** Heffner, Smith, Hatfield

#### IV. AUDIENCE PARTICIPATION

None

#### V. COUNCIL DISCUSSION AND ACTION

- Discussion on City Website.

Mayor Zelenko stated the sales agreement with Revise will cost \$6,100.00 to change the template of the website.

Minutes Acceptance: Minutes of Sep 21, 2015 6:00 PM (Approval of Minutes)

Mr. Hatfield stated he understands we are going with the model from the City of Clawson on our website design. One of the items I wanted to make sure gets incorporated into the website is making sure each department has a picture and contact information under each person in the department. He feels that there should be a contact information for all staff.

Mr. Heffner stated like a directory.

Mr. Hatfield agreed. He feels we should have as much information on website to reduce the FOIA's. One of his goals is to get all the employee contracts on the website. Would like current budget on website.

Mr. Smith would like Mr. Hatfield to have his input from Council on the template for the website. To make sure this is what Council has in mind.

Mr. Hatfield asked if they have started the redesign.

Mr. Udell stated no they haven't. He has talked with Joe from Revise this morning and they are just waiting on a signed contract.

Mr. Heffner asked how many run through?

Mr. Udell stated there is three. Can you please have Mr. Hatfield in for each of the reviews.

Mayor Zelenko stated that we are working on getting all the links working.

Mr. Udell stated that the three run through are just static page. The links will not work. They give you the basic theme and layout. We will also need updated pictures. We need something to put in the background.

Mr. Heffner stated that he would recommend pictures of the Veterans Memorial, Kelly Lake, Clock Park and Water Tower.

Mayor Zelenko asked if she was to go out to get bids for a photographer.

Mr. Heffner stated no. Mrs. Ellenburg volunteered from the audience to take the pictures.

- 2. Motion to approve and authorize the sales agreement with Revize in the amount of \$6,100.00

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Vaughn Smith, Councilman
<b>SECONDER:</b>	Steven Hatfield, Councilman
<b>AYES:</b>	Heffner, Smith, Hatfield

- 3. Discussion on City Facebook Page.

Minutes Acceptance: Minutes of Sep 21, 2015 6:00 PM (Approval of Minutes)

Mayor Zelenko stated that we do have a Facebook page but it is not active until we finish our social media policy.

Mr. Heffner asked if there is a time estimate to have a social media policy finished.

Mayor Zelenko stated that they were looking to have it done by November 1st but realistically it will be the end of the calendar year. We are in the middle of doing the upgrade on the computers.

4. Discussion on Microphones in Council Chambers.

Mr. Udell stated he needs to know are we looking for a whole new system or just microphones. I don't think microphones are just going to do it which I was told in the past. Our system is out of date, it is a single channel audio system and has been tweaked about as much as it can be before we start getting feed back. This is not the best system. He stated he will do some research and get some estimates for the committee.

Mr. Heffner stated he felt they need microphones that are more sensitive. Maybe a new type of microphone may be the trick.

Mr. Smtih asked if you can turn up the volume in IQM2.

Mrs. Karsney stated that the volume can not be adjusted in IQM2.

Mr. Hatfield stated it is application which the City has no control over. Maybe there are different microphones out there with a more directional.

Mr. Udell stated we did sound check when we installed the video.

5. Other Business that may come before the Public Access Committee.

Mr. Smith asked Mr. Udell if the Planning and Zoning all have passwords now?

Mr. Udell stated no they are not currently on the system.

Mr. Smith asked why? Was that their choice. We spend a lot of money for this and why are we not using it.

Mayor Zelenko stated a lot of it is the training. We need to get the training done.

Mrs. Karsney stated they all have IQM2 logins. They have been emailed their user names and passwords months ago with instruction on how to use the IQM2 system. If they had any question I told them to call me and I would walk them through the system. They don't have network logins to get into the City of Burton network.

Mr. Smith asked what the time schedule to get them network passwords.

Mayor Zelenko stated the plan was to get Council up and running, then bring the rest of the boards on the system. Everyone needs to go through the training. I don't know what the time frame is for the Planning and Zoning. We can only do so much in a day. You will have to be patient with us.

Mr. Smith asked if the IQM2 could be done first and they can try it from their home computers. A lot of time people learn systems by playing with it.

Mr. Hatfield asked if we could bump this up as a priority to get them network access.

Mayor Zelenko stated we will do our best.

Meeting was adjourned at 6:45 PM.



**Public Access Committee**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 04/27/16 02:30 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Teresa M. Karsney

Department Head: Teresa M. Karsney

E.1

**SCHEDULED**

**AGENDA ITEM (ID # 2360)**

DOC ID: 2360

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**Review updated website.**