



**CITY OF BURTON**  
**PUBLIC ACCESS COMMITTEE MEETING**  
**SEPTEMBER 21, 2015**  
**AGENDA**

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**Council Chambers**

**Special**

**6:00 PM**

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

**I. CALL TO ORDER**

**II. STAFF PRESENT**

**III. APPROVAL OF MINUTES**

1. Public Access Committee - Special - Apr 20, 2015 5:30 PM
2. Public Access Committee - Special - Aug 17, 2015 6:30 PM

**IV. AUDIENCE PARTICIPATION**

Now is the time set-aside for members of the audience to address the Public Access Committee. I would ask each individual to give their name and address for the record and to limit their comments to five (5) minutes and to speak on the topics germane to City business.

**V. COUNCIL DISCUSSION AND ACTION**

1. Discussion on City Website.
2. Discussion on City Facebook Page.
3. Discussion on Microphones in Council Chambers.
4. Other Business that may come before the Public Access Committee.



**BURTON, MICHIGAN**  
**PUBLIC ACCESS COMMITTEE MEETING**  
**APRIL 20, 2015**  
**MINUTES**

**Council Chambers**

**Regular**

**5:30 PM**

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

**This meeting was opened by Councilman Steven Heffner at 5:56 PM.**

**I. ROLL CALL**

Attendee Name	Title	Status	Arrived
Steven Heffner	Councilman	Present	
Vaughn Smith	Councilman	Late	5:57 PM
Steven Hatfield	Councilman	Present	

**II. STAFF PRESENT**

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

Sue Warren, Human Resources  
 Teresa Karsney, Clerk

**III. APPROVAL OF MINUTES**

- Public Access Committee - Regular - Jan 5, 2015 6:00 PM

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

**IV. AUDIENCE PARTICIPATION**

None

**V. COUNCIL DISCUSSION AND ACTION**

- Discussion and possible recommendations on changing the City's website design.

Mr. Hatfield stated that when he was looking at the website he noticed that on each department it didn't list the supervisors or their phone numbers.

Mr. Heffner stated he contacted Joe from Revise to get a quote on how much to change the back ground and color scheme of our website. He liked how the City of Clawson's website looked. He also liked on the City of Clawson's website it had a Department Directory with everyone's phone number and email address.

Mr. Hatfield felt that the color scheme needed to be changed and the contents for all departments needed to be updated.

Mr. Smith said he has received calls on how to get to the video link for the Council. He felt that this should be on the front page.

Mr. Hayman stated that Committee would like to see contact information for key personnel in the City on one page. He said it may some be that Administrators are having a hard time finding the time to get their contents updated.

Mr. Heffner feels that it was a told waste of money if the Administrators don't update their pages. He would like to see the background changed and colors. He said we would set another Public Access meeting after we hear from Joe from Revise.

2. Discussion and possible recommendation on Social Media.

Mr. Smith stated he attended a class at Michigan Municipal League on Facebook. He feels the City needs to have a Facebook page. He said that one of the problems with the City is that we don't allow access to the page. He purchased a book from the conference on Social Media.

Mr. Hatfield stated that the Police Department also has no access to Craig List or ebay which is where they sometimes locate stolen property.

Mr. Heffner said that City of Goodrich and City of Corunna both have Facebook pages and are a good example to look at.

Mr. Hatfield stated that Facebook has to be updated to keep the news feeds up to date. The administration would have to keep up the page and the contents. He also thought their should be more than one administrator on the account.

Mr. Heffner stated that he would like to see Mr. Hatfield work with the administration on the website and a Facebook page.

Meeting was adjourned at 6:27 PM.



**CITY OF BURTON**  
**PUBLIC ACCESS COMMITTEE MEETING**  
**AUGUST 17, 2015**  
**MINUTES**

**Council Chambers**

**Special**

**6:30 PM**

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

**This meeting was opened by Councilman Steven Heffner at 7:10 PM.**

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Steven Heffner	Councilman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

- B. This meeting was cancelled for tonight and will be postponed until September 21, 2015 at 6:00 p.m.

**II. STAFF PRESENT**

**III. APPROVAL OF MINUTES**

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

**IV. AUDIENCE PARTICIPATION**

**V. COUNCIL DISCUSSION AND ACTION**

- Discussion on City Website.
- Discussion on City Facebook Page.
- Discussion on Microphones in Council Chambers.

Meeting was adjourned at 7:13 PM.

Minutes Acceptance: Minutes of Aug 17, 2015 6:30 PM (Approval of Minutes)



**Public Access Committee**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 1850)**

Meeting: 09/21/15 06:00 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Teresa M. Karsney

Department Head: Teresa M. Karsney

5.1

*DOC ID: 1850*

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**Discussion on City Website.**



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

Meeting: 09/21/15 06:00 PM  
Department: Clerk's Office  
Category: Discussion  
Prepared By: Teresa M. Karsney  
Department Head: Teresa M. Karsney

5.2

**SCHEDULED**

**AGENDA ITEM (ID # 1851)**

*DOC ID: 1851*

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## Discussion on City Facebook Page.



**Public Access Committee**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 1852)**

Meeting: 09/21/15 06:00 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Teresa M. Karsney

Department Head: Teresa M. Karsney

5.3

*DOC ID: 1852*

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## Discussion on Microphones in Council Chambers.



**Public Access Committee**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 1853)**

Meeting: 09/21/15 06:00 PM

Department: Clerk's Office

Category: Discussion

Prepared By: Teresa M. Karsney

Department Head: Teresa M. Karsney

5.4

DOC ID: 1853

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