



# 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

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

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

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

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

#### IV. AUDIENCE PARTICIPATION

None

#### V. COUNCIL DISCUSSION AND ACTION

1. Discussion on City Website.

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

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 Revize 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.

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.



**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.

Minutes Acceptance: Minutes of Apr 20, 2015 5:30 PM (Approval of Minutes)

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

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

**SCHEDULED**

**AGENDA ITEM (ID # 1850)**

*DOC ID: 1850*

---

---

## 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

5.3

**SCHEDULED**

**AGENDA ITEM (ID # 1851)**

*DOC ID: 1851*

---

## Discussion on City Facebook Page.



**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

5.4

**SCHEDULED**

**AGENDA ITEM (ID # 1852)**

*DOC ID: 1852*

---

## **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

5.5

DOC ID: 1853

---

---

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