



Meeting Recording and Broadcasting Options Overview

Overview

The Village is evaluating options for the continued recording and broadcasting of Village Board and Plan Commission meetings. This review follows recent and upcoming changes to broadcast support staffing. To maintain consistent public access to meetings and uphold transparency, staff have begun exploring service options used by neighboring communities.

This information is intended to provide the committee with an update on current operations and advance notice of potential contracted service recommendations that may come forward in the near future.

Current Situation

The Village's meetings have historically been recorded in-house by part-time broadcast support staff. With reduced staffing availability, this arrangement is no longer sustainable.

To ensure uninterrupted coverage, the Village has initiated a trial period with an external vendor, Sun Com, to provide recording services through the end of the year. Meetings are being recorded on a per-meeting basis during this trial to evaluate service quality, reliability, and cost-effectiveness.

Next Steps

- Staff will continue with the trial period and assess the quality and consistency of recorded meetings.
- If the vendor's performance meets expectations, a contract proposal may be presented to the Community Relations Committee for review and recommendation to the Village Board.