

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING OF THE CARO CITY COUNCIL**  
**February 19, 2026, 6:30 P.M.**

**CALL TO ORDER**

**PUBLIC COMMENTS**

**BUSINESS ITEMS**

1. CDBG Application Discussion
2. Policy on Recording Council Meetings
3. 2026/2027 Capital Project Discussion
4. Update on Projects
5. Website
6. Advertising
7. WWTP Project Discussion

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Mml draft copy of policy used to record meetings and put on youtube qui



Based on Michigan Municipal League (MML) resources and Open Meetings Act (OMA) guidance, local governments may record and post public meetings to platforms like YouTube, provided they follow transparency and accessibility guidelines. Below is a draft policy framework based on best practices for municipal video recording. 

## **DRAFT: Policy for Recording and Posting Public Meetings**

### **1. Purpose**

To increase government transparency and public engagement by recording open public meetings and making them available on the [City/Village/Township] YouTube channel. 

### **2. Scope**

This policy applies to all regular, special, and committee meetings of the [Council/Board/Commission] that are open to the public. Closed sessions will not be recorded or posted. 

### **3. Recording Procedures**

- **Authorization:** The recording of open sessions is authorized to ensure accurate public access, in compliance with the Michigan Open Meetings Act (OMA).
- **Notification:** Notice that the meeting is being recorded for YouTube must be provided, such as by a statement on the agenda, a sign at the entrance, or an announcement by the presiding officer.

- **Equipment:** Recordings shall be made using high-quality, fixed-location equipment (e.g., tripod-mounted) that does not interfere with the orderly conduct of the meeting.
- **Audio/Visual Quality:** To ensure accessibility, microphones must be used by all participants to ensure clear audio. ☺

#### 4. YouTube Posting and Management

- **Timeline:** Meetings shall be uploaded to the official [City/Village/Township] YouTube channel within [e.g., 48 hours] of the conclusion of the meeting.
- **Accessibility:** Videos should include closed captioning to meet ADA requirements.
- **Metadata:** Titles and descriptions should include the body name, date, and, if possible, keywords for agenda items. ☺

#### 5. Data Retention and Official Records

- **Official Record:** The video recording is **not** the official legal record of the meeting. The approved written minutes, as required by the Open Meetings Act, constitute the official record.
- **Retention:** While YouTube serves as a public viewing platform, the municipality will maintain an archive of the original recordings in compliance with state retention schedules (90 days for streaming content is a common guideline, though specific records retention schedules may vary). ☺

#### 6. Public Participation and Privacy

- **Consent:** By speaking during a public comment period, participants consent to being recorded and published on YouTube.
- **Disruption:** The presiding officer retains the right to manage the recording equipment to ensure it does not interrupt the meeting. ☺

## **Policy**

**This policy establishes guidelines for the recording and posting of various meetings as well as storage and use of such videos.**

## **Regular Meetings**

**The business meetings of the City Council is scheduled on the first and third Monday of every month.**

**Special City Council meetings, committee meetings, commissions, authority or a public forum, such as a political debate or community meeting shall fall under this Policy for Recording and Posting Public meetings.**