



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
REGULAR MEETING
September 23, 2026 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. March 23, 2026 Regular Meeting DRAFT Minutes
6. COMMUNICATIONS MANAGER REPORT
 - A. Communication Manager's Report
7. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS
 - A. Chair's Report
 - B. Township Board Liaison's Report
 - C. Commissioner Reports
8. ACTION ITEMS
9. DISCUSSION ITEMS
 - A. Communications Commission at the Farmers' Market
 - B. Communications Commissions Policies and Procedures
10. COMMUNICATIONS
11. PUBLIC REMARKS
12. ADJOURNMENT

NEXT MEETING DATE: WEDNESDAY, DECEMBER 9 at 6:00 pm

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Commission Chair.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Communications Department; Communications Manager, Brandie Yates, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4208 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Administrative Conference Room



CHARTER TOWNSHIP OF MERIDIAN
Communications Commission Regular Meeting **DRAFT** Minutes
Wednesday, June 23, 2026 | 6:00 pm

PRESENT: Commissioner (Chair) Lisa Whiting Dobson; Commissioner Amol Pavangadkar;
Commissioner (Vice Chair) Leslie Charles; Commissioner Megan English;
Commissioner Mike Nevells
ABSENT: Angela Demas, Township Clerk
STAFF: Samantha Diehl, Communications Manager
TOWNSHIP: None
COUNSEL: None
COMCAST/AT&T: None

1. **CALL MEETING TO ORDER**

Chair Whiting Dobson called the meeting to order at **6:00 pm**

2. **PUBLIC REMARKS**

None.

4. **APPROVAL OF AGENDA**

Commissioner Nevells moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Pavangadkar.

VOICE VOTE: Motion carried unanimously.

5. **APPROVAL OF MINUTES**

Commissioner Pavangadkar moved **TO APPROVE THE MINUTES FOR THE WEDNESDAY, MARCH 23, 2026 REGULAR MEETING**. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously.

6. **COMMUNICATIONS MANAGER REPORT**

Manager Diehl went over her 2nd Quarter report.

7. **COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS**

Communications Chair: None.

Township Board Liaison: None.

Commissioners Report: None.

8. **ACTION ITEMS**

None.

9. DISCUSSION ITEMS

A. Communications Commission at the Farmers' Market

At the March 10, 2026 regular Communications Commission meeting, Chair Whiting Dobson presented an idea about the Commission having a booth at one of the farmers' markets. Other Commission members seemed in favor of this idea, so staff believes it is something to pursue.

Manager Diehl spoke to Manager Dempsey about this idea, and he was in favor. He suggested that the Communications Commission test it out before opening it up to other boards and commissions.

Commissioners discussed possible dates and selected Wednesday, July 15 as the market day. Staff will create brochures and printed materials for the booth and will bring a laptop to display HOMTV videos.

10. COMMUNICATIONS

A. Compliments/Complaints

None.

B. Correspondences

None.

11. REPORTS

A. Video Service Provider(s)

None.

B. Programming

None.

C. Website & Social Media

None.

D. Promotions/Publications

Meridian Township mailed the 2026 Prime Meridian Magazine to all residents in mid-April. Staff worked with Allegra Print & Imaging (Lansing) to print and mail the publication.

Extra magazine copies are available at Meridian Township's Municipal Building and Service Center. Staff also converted the magazine into an accessible, digital format that is made available on the Meridian Township website.

The 2026 edition was more expensive than in 2025. The increase in cost was primarily from postage. Even with this increase, the magazine came in under budget.

A breakdown of the numbers can be found below. 2026 Prime Meridian Magazine Costs:

- 2026 Total: \$19,088
 - 2025 Total: \$17,801
- Printing and Mailing Service Costs:
 - 2026: \$11,093
 - 27,800 24-page printed copies
 - 2025: \$11,030
 - 28,700 24-page printed copies
- Postage and Mailing Service Costs:
 - 2026: \$7,994 (18% increase from 2025)
 - We mailed out the magazine to 281 more addresses than in 2025. The postage rate also increased by \$0.05 in 2025.
 - 2025: \$6,771

Staff expressed their gratitude to Commissioner Leslie Charles for her support in editing the 2026 magazine and Commissioner Pavangadkar for his help tracking down the family of the child on the cover. A digital copy of the Prime Meridian Magazine is attached to this memo.

E. Finance

None.

F. HOMTV Internship/Alumni

None.

12. PUBLIC REMARKS

None.

13. ADJOURNMENT

Commissioner Nevells moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Pavangadkar.

VOICE VOTE: Motion carried unanimously. Meeting adjourned at **7:07 pm**.



Communications Commission

COMMUNICATIONS MANAGER REPORT



Communications Department 3rd Quarter Report June - August 2026

2027 Prime Meridian Magazine:

Specialist Skiver will be reaching out to departments in the next week to begin requesting information for the 2027 Prime Meridian Magazine.

Your Choice 2026 General Election Coverage:

I sent candidate interview requests to Jocelyn Benson, John James, Mike Rodgers, and Abdul El Sayed but have not heard back from their campaigns. I will continue to reach out so that HOMTV can hopefully film interviews with each candidate.

Meridian Township voters will vote on two ballot proposals:

- Meridian Township Park Millage Renewal
- Meridian Township Police and Fire Millage Renewal

Staff filmed these interviews the week of September 14, and they will be available to the public on September 25.

The interviews will be programmed on the HOMTV channel and will run through Election Day.

Marketing and Communications:

Below is a list of events we promoted or covered in the 3rd quarter:

- Farmers' Market
- Harris Nature Center Foundation Fun Run
- Harris Nature Center Spring Plant Sale
- Juneteenth Celebration
- Meridian Pride
- Summer Concert Series
- Township Board Listening Session
- Celebrate Meridian Festival
- Green Fair at the Market
- Energy Fair at the Market
- Log Cabin Tour at the Village
- Family Karaoke Night (2 events)
- August Primary Election
- Movie Night in the Park (2 events)
- A Night for Nature (Harris Nature Center Fundraiser)



**Communications Department
3rd Quarter Report
June - August 2026**

Digitization Project:

We will resume the HOMTV digitization project starting this fall. This includes digitizing old tapes and also adding metadata to ingested footage.

We also have discussed working with the Meridian Historical Village to help digitize old footage they have at their office.

Internship:

The summer 2026 internship ended on August 14. Since there was funding leftover, I will be posting a Communications Intern position that will run from October 2026 – May 2, 2027.



Communications
Commission

Commission Members Reports & Announcements



Communications Commission

Action Items



Communications Commission

Discussion Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: September 17, 2026
Re: Communications Commission at the Farmers' Market

Due to extreme heat and poor air quality, the planned Wednesday market day in July was cancelled. Staff would like to see if the Commission is still interested in having a booth at a future market.

Remaining Wednesday Markets:

- September 30
- October 7
- October 14
- October 21
- October 28 (Manager Diehl unavailable)

If the Commission would like to reschedule, Manager Diehl will fill out the form and submit it to Market Manager Tom Cary.



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: September 17, 2026
Re: Communications Commission Policies and Procedures

At the June 2026 regular Communications Commission meeting, Commission members agreed that it was time to revisit the Communications Commission Policies and Procedures.

Manager Diehl was tasked with compiling policies from other PEG channels as well as creating a list of tasks that the Communications Department is responsible for. Both items are listed below.

PEG Governing Bodies Policies and Procedures:

- [Orion Community Cable Communications Commission](#)
- [Greater West Bloomfield Cable Communications Commission](#)
- [Oxford Area Cable Communications Commission](#)
- [City of Murray, Kentucky Cable Commission](#)

Communications Department Tasks:

- Maintain the Meridian Township website
 - Edit webpages, add documents and photos, create calendar events, write news stories, create digital forms
 - Ensure all content is accessible and meets WCAG 2.1 AA standards
- Manage all Township-affiliated social media accounts
 - Facebook (8)
 - Instagram (5)
 - Nextdoor (1)
 - LinkedIn (2)
 - YouTube (2)
 - Flickr (2)
 - X (2) – *no longer use*
- Provide event photography and videography
- Provide crisis communication after hours, on weekends, and holidays
- Issue press releases to the media
- Oversee HOMTV
 - Televis Township Board, Planning Commission, Environmental Commission, Zoning Board of Appeals, and Park Commission meetings
 - Film HOM Entertainment episodes with the Wharton Center and cast members from touring shows
 - Film candidate interviews, ballot proposal interviews, and election interviews with the Clerk during election season
 - Digitize old footage and create metadata for ingested footage

- Design and publish the Prime Meridian Magazine
- Graphic design on all flyers and other materials that are distributed to the public
- Send out two monthly digital newsletters
- Create sandwich board signs and signage for events
- Run a multimedia and marketing internship program
- Equipment purchasing and maintenance