



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
REGULAR MEETING
March 26, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. January 22, 2025 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
 - A. HOMTV Operating Policies Update
 - B. Communications Commission Application – Megan English
9. DISCUSSION ITEMS
 - A. Universal Connectivity in Meridian Township
 - B. Communications Commission Policies and Procedures Update
10. COMMUNICATIONS
 - A. Compliments/Complaints
 - B. Correspondences
11. REPORTS
 - A. Video Service Provider(s)
 - B. Programming
 - i. Program Totals and Video On-Demand Analytics
 - C. Website & Social Media
 - i. Website Analytics
 - ii. Social Media Analytics
 - D. Promotions/Publications
 - i. 2025 Prime Meridian Magazine
 - E. Finance
 - F. HOMTV Internship/Alumni
 - G. Broadband
12. PUBLIC REMARKS
13. ADJOURNMENT
14. **NEXT MEETING DATE: June 25, 2025**

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, January 22, 2025 | 6:00 pm

PRESENT: Commissioner (Chair) Lisa Whiting Dobson; Commissioner Mike Nevells;
Commissioner Amol Pavangadkar; Commission (Vice Chair) Leslie Charles
ABSENT: None
STAFF: Samantha Diehl, Communications Manager
TOWNSHIP: Clerk Angela Demas
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 Charles.

VOICE VOTE: Motion carried unanimously.

5. APPROVAL OF MINUTES

Commissioner Charles moved **TO APPROVE THE MINUTES FOR WEDNESDAY, DECEMBER 18, 2024 REGULAR MEETING**. Seconded by Commissioner Nevells.

VOICE VOTE: Motion carried unanimously.

6. COMMUNICATIONS MANAGER REPORT

Manager Diehl stated that Tim Dempsey would be starting on Monday, January 27.

The Township Board approved their 2025 goals and Manager Diehl attached them to the meeting packet.

Manager Diehl went over the Communications Department's 2025 goals.

Manager Diehl informed the Commission that she didn't have the fourth quarter 2024 PEG and franchise fee totals, but she went over the numbers she did have and showed them the numbers from 2020-2024.

Manager Diehl informed the Commission of the Communication Department's 2024 annual report that was submitted to the Township Board and included her write-up in the meeting packet.

7. **COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS**

Communications Chair: Chair Whiting Dobson informed the Commission that she asked Manager Diehl about her role as the chair and what was expected of her.

Township Board Liaison: Clerk Demas highlighted the two Township Board goals that related to the Communications Department.

Commissioners Report: Commissioner Charles presented a document she wrote about the importance of HOMTV and how the Communications Department can increase its impact. One of the examples she made was that she wants to make sure interns are still coming through the internship program.

Chair Whiting Dobson stated that a lot of her students come through HOMTV, but a reason that there may be a decrease in MSU students coming through the internship program is because MSU offers more internal opportunities for students than they used to. She also says that less students are going into the journalism field.

Commissioner Pavangadkar wants to see more advertising of the HOMTV internship towards MSU students. He also wants to discuss the possible outreach to Okemos and Haslett students.

Clerk Demas said she would like to see more election information videos about the election law changes that have occurred since 2022. Chair Whiting Dobson suggested doing programming after an election to explain what the process is like.

Commissioner Pavangadkar brought up broadband funding and asked where Ingham County was with their process. Manager Diehl stated that she had not been informed of any decisions they made and would be reaching out.

Commissioner Pavangadkar asked what our current communication with the HOAs is. Manager Diehl stated that they don't have contact with them but agreed that it would be a good method for sharing information.

8. **ACTION ITEMS**

None.

9. **DISCUSSION ITEMS**

A. HOMTV Operating Policies Update

Manager Diehl went over her ideas for changes to be made to the policies. She said she would provide the original document for the Commission and also the redlined version with her changes. This item will be brought on for action at the March meeting.

B. Communications Commission Policies and Procedures Review

Manager Diehl recommended that the Commission strike rule 14 of their policies. Commissioner Nevells and Vice Chair Charles said they would provide edits to the policies.

C. Universal Connectivity in Meridian Township

Manager Diehl said she would reach out to Ingham County to ask for a broadband. Chair Whiting Dobson said she would like our policies to be in order before addressing universal connectivity. Commissioner Nevells agreed. Chair Whiting Dobson stated that the next Commission meeting would be discussing who will be invited to the universal connectivity meeting.

10. COMMUNICATIONS

A. Compliments/Complaints

None.

B. Correspondences

Manager Diehl informed the Commission that there was an applicant who applied for the Communications Commission. She said she would pass their application and resume along to the Commission. Chair Whiting Dobson asked Manager Diehl to invite the applicant to the March meeting before moving forward with their application.

11. REPORTS

A. Video Service Provider(s)

None.

B. Programming

None.

C. Website & Social Media

None.

D. Promotions/Publications

Manager Diehl provided an update on the publication date for the Prime Meridian Magazine and showed them the cover.

E. Finance

None.

F. HOMTV Internship/Alumni

None.

G. Broadband

None.

12. PUBLIC REMARKS

None.

13. ADJOURNMENT

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

VOICE VOTE: Motion carried unanimously.

Chair Whiting Dobson adjourned the meeting at 7:26 pm.



Communications
Commission

COMMUNICATIONS MANAGER REPORT



**Communications Department
1st Quarter Report
January-March**

Prime Meridian Magazine

The Prime Meridian Magazine was sent to Township residents in early March. Physical copies are also available at the Meridian Township Municipal Building, Service Center, and Harris Nature Center. A digital copy was also made available on the Meridian Township website. More information about the magazine will be discussed on agenda item 12D.

2024 PEG and Franchise Fees

The fourth quarter checks were received in early February 2025, so the 2024 PEG and Franchise Fees are as follows:

- **Comcast PEG Fees**
 - 1st Quarter – \$24,115.76
 - 2nd Quarter – \$23,086.70
 - 3rd Quarter – \$22,406.47
 - 4th Quarter – \$22,291.52
- **Comcast Franchise Fees**
 - 1st Quarter – \$120,578.63
 - 2nd Quarter – \$115,433.50
 - 3rd Quarter – \$112,032.80
 - 4th Quarter – \$111,458.47
- **AT&T PEG Fees**
 - 1st Quarter – \$2,704.24
 - 2nd Quarter – \$2,606.01
 - 3rd Quarter – \$2,536.78
 - 4th Quarter – \$2,407.23
- **AT&T Franchise Fees**
 - 1st Quarter – \$6,760.61
 - 2nd Quarter – \$6,515.02
 - 3rd Quarter – \$6,341.95
 - 4th Quarter – \$6,018.09

A graph showing PEG and Franchise Fees from 2020-2024 will be attached at the end of this report.



**Communications Department
1st Quarter Report
January-March**

Marketing and Communications

- Chinese New Year Event
- Ice Fishing Derby
- Ice Skating Party
- Stewardship Saturday
- Sledding Parties
- Youth and Adult Sports
- Indoor Farmers' Market
- Celebrate Meridian
- Meridian Pride
- Juneteenth Celebration
- Baby Bottle Boomerang Fundraiser for Meridian Cares
- Flashlight Easter Egg Hunt

WLNS 2025 Partnership

WLNS reached out to Manager Diehl and Parks and Recreation Director Courtney Wisinski about the possibility of doing a partnership with them for 2025. We will pay them \$2,500 and in return they will provide us with \$2,500 worth of coverage on their channels, website, and social media for our 2025 events. If we can raise more sponsorship money, we can up that budget and get additional coverage for other events.

Internship

The Communications Department took on two new interns for the spring 2025 semester. One of those interns is a HOMTV intern who works with Specialist McDole and the other is a marketing intern who works with Specialist Stohlin. Staff is currently hiring interns for the summer 2025 semester and a decision on those interns will be made by the end of March.

New Meeting Date for June 2025 Meeting

I will be out of town on Wednesday, June 25, so I was wondering if we could reschedule our meeting. I will submit an official request in writing to Chair Whiting Dobson, but wanted to make the Commission aware of this request beforehand.

Comcast and AT&T PEG Fees (2020-2024)

Comcast	1st QTR	2nd QTR	3rd QTR	4th QTR	Total
2020	\$26,978.02	\$26,436.26	\$27,310.13	\$27,546.43	\$108,270.84
2021	\$27,180.71	\$26,730.11	\$27,373.02	\$27,672.10	\$108,955.94
2022	\$27,760.34	\$27,554.12	\$27,609.58	\$27,857.88	\$110,781.92
2023	\$26,994.24	\$26,177.55	\$25,324.20	\$24,837.18	\$103,333.17
2024	\$24,115.76	\$23,086.70	\$22,406.47	\$22,291.52	\$91,900.45

AT&T	1st QTR	2nd QTR	3rd QTR	4th QTR	Total
2020	\$6,646.62	\$6,444.84	\$5,934.62	\$6,002.00	\$25,028.08
2021	\$5,272.92	\$5,165.24	\$4,820.26	\$4,586.36	\$19,844.78
2022	\$4,209.84	\$4,072.14	\$4,104.46	\$4,060.16	\$16,446.60
2023	\$3,469.68	\$3,312.08	\$3,053.41	\$2,897.07	\$12,732.24
2024	\$2,704.24	\$2,606.01	\$2,536.78	\$2,407.23	\$10,254.26

Comcast and AT&T Combined	Total
2020	\$133,298.92
2021	\$128,800.72
2022	\$127,228.52
2023	\$116,065.41
2024	\$102,154.71

Total PEG Fees (2020-2024)
\$607,548.28

Comcast and AT&T Franchise Fees (2020-2024)

Comcast	1st QTR	2nd QTR	3rd QTR	4th QTR	Total
2020	\$134,890.11	\$132,181.19	\$136,550.75	\$137,803.16	\$541,425.21
2021	\$135,903.34	\$133,650.78	\$136,865.04	\$138,360.67	\$544,779.83
2022	\$138,802.09	\$137,770.24	\$138,048.05	\$139,289.47	\$553,909.85
2023	\$134,970.97	\$130,887.65	\$126,621.45	\$124,185.86	\$516,665.93
2024	\$120,578.63	\$115,433.50	\$112,032.80	\$111,458.47	\$459,503.40

AT&T	1st QTR	2nd QTR	3rd QTR	4th QTR	Total
2020	\$16,616.55	\$16,112.10	\$14,836.55	\$15,005.00	\$62,570.20
2021	\$13,182.35	\$12,913.10	\$12,050.65	\$11,465.95	\$49,612.05
2022	\$10,524.60	\$10,180.40	\$10,261.15	\$10,150.40	\$41,116.55
2023	\$8,674.20	\$8,280.20	\$7,633.53	\$7,242.67	\$31,830.60
2024	\$6,760.61	\$6,515.02	\$6,341.95	\$6,018.09	\$25,635.67

Comcast and AT&T Combined	Total
2020	\$603,995.41
2021	\$594,391.88
2022	\$595,026.40
2023	\$548,496.53
2024	\$485,139.07

Total Franchise Fees (2020-2024)
\$2,827,049.29



Communications
Commission

Commission Members Reports & Announcements



Communications
Commission

Action Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 20, 2025
Re: HOMTV Operating Policies Update

The Communications Commission previously updated the HOMTV Operating Policies on December 2, 2020. Since then, HOMTV's scope has changed, and the policies should reflect that.

I have gone through and made the updates I believe should be changed in the HOMTV Operating Policies. I will be attaching three copies of the policies:

- Original HOMTV Operating Policies
- HOMTV Operating Policies with tracked changes
- Clean version of the HOMTV Operating Policies with my suggested changes

I will provide two motions for the Commission to consider. One will be approving the policies as is, and the other will be approving the policies as amended (in case the Commission has any feedback). If the Commission would like to wait and not act until the June 2025 meeting, that is also an option.

Motion 1: The Communications Commission MOVES TO APPROVE THE HOMTV OPERATING POLICIES AS PRESENTED.

Motion 2: The Communications Commission MOVES TO APPROVE THE HOMTV OPERATING POLICIES AS AMENDED.



OPERATING POLICIES

MERIDIAN TOWNSHIP GOVERNMENT ACCESS CABLE CHANNEL

Originally approved by the Cable Communications Commission on March 4, 1992
Approved by the Township Board on October 8, 1992
Revised & approved by the Cable Communications Commission on February 19, 1993
Amendments recommended by the Activity Coordination Committee on April 14, 1993
Amendments recommended by the Personnel Committee on April 26, 1993
Approved by the Township Board on May 4, 1993
Revised & approved by the Cable Communications Commission on September 2, 1998
Approved by Township Board on September 15, 1998
Revised & approved by the Cable Communications Commission on April 28, 2000
Approved by Township Board on July 5, 2000
Revised and approved by the Cable Communications Commission on January 7, 2009
Approved by the Township Board on April 7, 2009
Revised and approved by the Cable Communications Commission on February 1, 2012
Revised and approved by the Communications Commission on December 2, 2020

PREAMBLE

Communications Commission, previously called the Cable Communications Commission, was established in 1977 to oversee the administration and implementation of the Cable Franchise Agreement, including:

- I. To advise the Township Board regarding the implementation of the Franchise Agreement.
- II. To encourage the use of the access channels which include public, educational and governmental channels.
- III. To formulate policy relating to the access channels. All such policies are subject to approval by the Township Board.

(For a complete list of functions, refer to the Township Ordinances, Title XV, Chapter 115.)

The Government Access Cable Television Channel serving Meridian Township is known as HOMTV. The operating policies of HOMTV are based upon the Goals and Objectives of the Communications Commission, as approved by the Meridian Township Board. It is the intent of these policies and procedures to consolidate and regulate the implementation of the Goals and Objectives. The Communications Commission shall monitor the implementation of these policies and procedures as administered by the Communications Manager.

Employees within the Communications Department, operating HOMTV, are governed by the Township Personnel Policy. On matters related to programming, the Communications Commission shall govern.

SECTION ONE: GENERAL GUIDELINES FOR PROGRAMMING AND PRODUCTION

- I. The Communications Manager is responsible for generating program ideas, and for implementing and overseeing their production, either directly, or by delegation through his or her subordinates. All programming decisions are to be made by the Communications Manager according to established policies and guidelines as approved by the Communications Commission.
- II. Programming shall be developed in accordance with the "Goal Statements" adopted and periodically revised by the Township Board.
- III. Programming shall be developed with Diversity, Equity and Inclusion principles in mind and strive to represent the unique make-up of the Meridian Township community and be accessible to all.
- IV. Programming of a non-local origin is to be avoided in all but the most exceptional situations. Such exceptions shall only be approved by the Communications Manager. In the case where programming of non-local origin is used, it must be presented with locally originated opening and closing statements.
- V. All production decisions are to be made by the Communications Manager, either directly, or by delegation through his or her subordinates.
- VI. The HOMTV production equipment and facilities are to be operated only by staff members and interns of Meridian Township who have been trained and approved for equipment use under the direction of the Communications Manager.
- VII. Special production requests must be submitted to the Communications Manager at least one week prior to the requested taping date.

SECTION TWO: TOWNSHIP MEETING COVERAGE

- I. The Communications Department staff and HOMTV interns are responsible for providing live coverage of regular meetings of the Township Board, the Planning Commission, the Park Commission, Zoning Board of Appeals and the Environmental Commission, up to a total of ten meetings per month. The Township Communications Commission may recommend to the Township Board expansion or limitation of meeting coverage responsibilities based upon staff and facility capabilities.
- II. Live coverage of regularly scheduled Township meetings shall be the number one programming priority to air on HOMTV. Program schedule adjustments must be made to accommodate irregular start and end times of televised meetings.

- III. To cancel regular meeting coverage, the staff liaison to the Board or Commission in question, must present the cancellation notice to the Communications Manager in writing as early as possible before the scheduled meeting.
- IV. To schedule special meeting coverage, the staff liaison to the Board or Commission in question, must present the television coverage request to the Communications Manager in writing at least two weeks in advance of the meeting. Special efforts will be made to provide "skeleton crew" coverage of Township Board or Commission meetings, which are scheduled with less than two weeks' notice.
- V. When a Board or Commission goes into "closed session" during the live coverage of a meeting, the HOMTV Meeting Producer is authorized to display a message describing the current status of the meeting. When a Board or Commission goes into "recess" during the live coverage of a meeting, the HOMTV Meeting Producer is authorized to display a message describing the current status of the meeting or to continue live coverage of the meeting room during the break. In most circumstances, live coverage of the meeting may resume following a recess or closed session.
- VI. Video recordings of the live coverage of Township meetings are not to be edited for replay.
- VII. Video recordings of Township meetings shall not be considered the official record of the meetings and shall not be treated as such. These recordings will be available online and retained on the HOMTV Archiving System.

SECTION THREE: TOWNSHIP ELECTION COVERAGE

- I. HOMTV shall include programming pertaining to Meridian Township elections. The scope and format of such coverage shall be determined by the Communications Manager. The minimum acceptable coverage shall be graphic material summarizing election results, initially presented sometime on election night, and carried on HOMTV at least until the normal program schedule begins the next day. The Communications Manager shall work with the Township Clerk and Election Commission to provide graphic material and/or other material announcing pre-election administration information.
- II. Special efforts shall be made to produce programming in "even year" Township elections, with a maximum emphasis on elections held to fill positions on the Township Board and/or the Park Commission. All registered candidates shall be afforded an equal opportunity to be included in this coverage. The scope and format of such election year programming shall be determined by the Communications Manager, and may include the following components:

- A. An interview program for candidates, including standardized questions and follow-up questions.
 - B. An opportunity for candidates to make up to a two minute statement on their candidacy.
 - C. A debate-style program for candidates, organized by party affiliation and/or desired office.
 - D. A call-in show to allow residents to ask questions of the candidates.
- III. The Communications Manager shall ensure that all programming featuring registered candidates be balanced with programming featuring their opponents. In cases where balance is not possible due to the lack of participation of one or more candidates, the participating candidates will receive balanced coverage in comparison to the entire field of participating candidates.
 - IV. Candidates for elected office shall not be included in HOMTV programming ninety days before an election, with the exception of Township meeting coverage, special election coverage and coverage of incumbents performing official duties. The Communications Manager shall decide if equal time for opposing candidates is necessary to balance the coverage of incumbent candidate's performance of official duties.

SECTION FOUR: PROGRAMS AND PROGRAM-SERIES

- I. There shall be one series in the HOMTV Program Schedule based on a "public forum" format. This program may include panels of guest experts or residents, opportunity for participation by viewers and/or the opportunity for involvement by a live audience. Topics in this series should be of local interest but may include statewide or national issues discussed from a local perspective.
- II. A magazine-format series will be produced for airing on HOMTV on a regular basis as a news and information program.
- III. Other program-series' will be produced for airing on HOMTV under the direction of the Communications Manager. It is the goal of staff to produce programs of a similar nature on a regular basis to form a series. The Communications Manager shall decide which programs to produce as a series and shall supervise their production and regulate their format and frequency.
- IV. Other programs may be produced to air on HOMTV which do not fit into any existing program series. These will be considered "specials" and may be of any format.

- V. There shall be a Computer Graphics Message Display Sequence and/or Virtual Channel of promos and PSAs to air on HOMTV during times when there is no live or taped programming. Messages of an emergency nature will be displayed as soon as possible by staff.
- VI. The HOMTV Program Schedule will be determined by staff. Primary concepts for Program Schedule formulation include variety and high frequency of program replays.

SECTION FIVE: LOCAL PROGRAMMING DEVELOPMENT

- I. Requests or suggestions for program development may be made by officials and employees of Meridian Township and from the public. Requests must be made in writing. Each request for programming received by staff may be reported to the Communications Commission. The Communications Manager will respond to requests for programming within a reasonable time, based on staff and facility limitations.
- II. The Communications Manager shall use any of the following criteria to make judgments regarding the initiation of new programming:
 - A. The programming is about Meridian Township, its residents, its employees, its elected officials and/or its appointed officials.
 - B. The programming is in demand by Meridian Township residents or employees.
 - C. The programming is a public service to Meridian Township residents.
 - D. The programming serves to promote Meridian Township as a community.
 - E. The programming serves as communication from Meridian Township employees to Meridian Township residents.
 - F. The programming serves as communication from Meridian Township residents to Meridian Township residents.
- III. The Communications Manager shall use any of the following criteria to make judgments regarding the denial of new programming:
 - A. The programming shall include no pornographic material.
 - B. The programming shall include no religious material.
 - C. The programming shall include no paid advertising.

- D. The programming shall include no direct appeals to purchase commercial goods or services.
 - E. The programming shall be of sufficient technical quality to match the current minimum quality level of programming on the channel.
 - F. The programming does not meet one or more of the criteria set forth in paragraph II of this Section.
- IV. The Communications Manager shall use any of the following criteria to make judgments regarding the termination of existing programming:
- A. The programming has served its original purpose.
 - B. The programming can be more appropriately produced by another local access channel.
 - C. Producers of the programming are not cooperating with the staff in a consistent or professional manner.
 - D. Staff or facility limitations cause the need to reduce programming levels in general.
 - E. The criteria used for denying new programs can also be used to terminate existing programs. (See paragraph III above).
- V. The Communications Commission shall hear and decide appeals from those who have been denied programming requests under this Section. Such decisions shall normally be rendered within thirty (30) days of the Communications Commission's first consideration of the appeal.

SECTION SIX: GENERAL POLICIES

- I. Staff shall not be used to produce video programming for private or commercial organizations. Staff may collaborate and charge a fee for services to other public agencies and similar organizations to develop programming, which further serves the public interest, as determined by the Communications Manager. Sponsorships for HOMTV Programming, special events, website and other digital platforms, may also be available.
- II. It is the objective of staff to program at least eight (8) hours per day, seven (7) days per week. The Communications Manager may cancel or reduce programming for up to ten (10) weeks per calendar year for the purpose of equipment maintenance, staff

limitations or other extreme circumstances.

- III. Staff will make duplicate copies upon request of programs as a whole for a nominal fee according to the attached fee schedule. Segments and/or raw footage are not available for duplication unless pre-approval granted by the Communications Manager.
 - A. Fees may be waived by the Communications Manager for people closely involved with the production of the program being copied.
 - B. Staff will only make duplicate copies of programs that have aired on the channel.
- IV. Expenditures to finance the operations of HOMETV may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager, subject to all requirements of the Township Purchasing Policies and within maximum amounts appropriated in the Township Budget. Purchases proposed by staff that are projected to exceed the total budget appropriations shall require a budget amendment recommended by the Communications Manager upon approval of the Township Finance Director, authorization of the Township Manager and approved by the Township Board, in conformance with Township purchasing and budget policies. Transfers among line items within the total amount appropriated in the operating budget may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager.
- VI. All HOMETV video recordings shall remain the property of HOMETV.

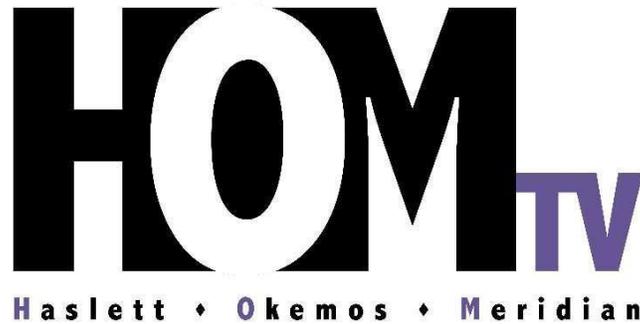
FEE SCHEDULE

Video Copies

1. \$15.00 flat rate per order.
2. \$10.00 per hour of running time on order, or any increment thereof.
3. \$6.00 for videotape supplied by staff for the copy.
4. \$6.00 Shipping & Handling.

Audio Copies

1. \$10.00 flat rate per order.
2. \$10.00 per hour of running time on order, or any increment thereof.
3. \$4.00 for audiotape supplied by HOMTV for the copy.



OPERATING POLICIES

MERIDIAN TOWNSHIP GOVERNMENT ACCESS CABLE CHANNEL

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Revised and approved by the Communications Commission on December 2, 2020
Revised and approved by the Communications Commission on March 26, 2025

PREAMBLE

Communications Commission, previously called the Cable Communications Commission, was established in 1977 to oversee the administration and implementation of the Cable Franchise Agreement, including:

- I. To advise the Township Board regarding the implementation of the Franchise Agreements.
- II. To encourage the use of ~~the~~ access channels, ~~which include including~~ public, educational, and governmental channels.
- III. To formulate ~~a~~ policy relating to the access channels. All such policies are subject to approval by the Township Board.

(For a complete list of functions, refer to the Township Ordinances, Title XV, Chapter 115.)

~~The Ggovernment Aaccess Ccable Ttelevision Cchannel serving Meridian Township is known as HOMTV. HOMTV's Operating Policies are based upon the goals and objectives of the Communications Commission and the Communications Department. These policies and procedures are intended to consolidate and regulate the implementation of the goals and objectives. The operating policies of HOMTV are based upon the Goals and Objectives of the Communications Commission, as approved by the Meridian Township Board. It is the intent of these policies and procedures to consolidate and regulate the implementation of the Goals and Objectives. The Communications Commission shall monitor the implementation of these policies and procedures as administered by the Communications Manager.~~

~~The Township Personnel Policy governs employees within the Communications Department who operate HOMTV. Employees within the Communications Department, operating HOMTV, are governed by the Township Personnel Policy. Matters related to programming are governed by the Communications Commission and Communications Manager. On matters related to programming, the Communications Commission shall govern.~~

SECTION ONE: GENERAL GUIDELINES FOR PROGRAMMING AND PRODUCTION

- I. The Communications Manager is responsible for generating program ideas, and ~~for~~ implementing and overseeing their production, either directly, or by delegation through ~~his or her~~ their subordinates. ~~The Communications Manager is to make all programming decisions, except for live meeting coverage, according to established policies and guidelines approved by the Communications Commission. All programming decisions are to be made by the Communications Manager according to established policies and guidelines as approved by the Communications Commission.~~
- II. ~~Programming shall be developed in accordance with the "Goal Statements" adopted and periodically revised by the Township Board.~~
- III. ~~Programming shall be developed~~ The Communications Manager shall develop programming with Diversity, Equity, and Inclusion (DEI) principles in mind and strive to represent the unique ~~make-up~~ makeup of the Meridian Township community, ~~and be~~ Programming should also be made accessible to all.
- IV. ~~Programming of a non-local origin is to be avoided in all but the most exceptional situations. The Communications Manager must avoid programming of non-local origin in all but the most exceptional situations.~~ Such exceptions shall only be approved by the Communications Manager. In the case where programming of non-local origin is used, it must be presented with locally originated opening and closing statements.
- V. ~~All production decisions are to be made by the Communications Manager, either~~ All production decisions are to be made by the Communications Manager, ~~either~~ directly, or by delegation through ~~his or her~~ their subordinates.
- VI. ~~The HOMTV production equipment and facilities are to be operated only by~~ The HOMTV production equipment and facilities are to be operated only by Meridian Township staff members and interns ~~of Meridian Township~~ who have been trained and approved for equipment use under the direction of the Communications Manager.
- VII. ~~Special production requests must be submitted to the Communications Manager at least one week prior to before the requested~~ Special production requests must be submitted to the Communications Manager at least one ~~taping/filming~~ week prior to before the requested ~~taping/filming~~ date.

SECTION TWO: TOWNSHIP MEETING COVERAGE

- I. The Communications Department staff and HOMTV interns are responsible for providing live coverage of regular meetings of the Township Board, the Planning Commission, the Park Commission, the Zoning Board of Appeals, and the Environmental Commission, ~~up to a total of ten meetings per month. The Township Communications Commission may recommend to the Township Board expansion or limitation of meeting coverage responsibilities based upon staff and facility capabilities. Based on staff and facility capabilities, the Township Communications Commission may recommend to the Township Board expansion or limitation of meeting coverage responsibilities.~~

- II. Live coverage of regularly scheduled Township meetings shall be the number one programming priority to air on HOMTV. Program schedule adjustments must be made to accommodate irregular start and end times of televised meetings.

- III. To cancel regular meeting coverage, the staff liaison to the Board or Commission in question, must present the cancellation notice to the Communications Manager in writing as early as possible before the scheduled meeting.
- IV. To schedule special meeting coverage, the staff liaison to the Board or Commission in question, must present the television coverage request to the Communications Manager in writing at least two weeks ~~in advance of before~~ the meeting. ~~Special efforts will be made to provide "skeleton crew" coverage of Township Board or Commission meetings, which are scheduled with less than two weeks' notice.~~
- V. When a Board or Commission goes into a "closed session" during the live coverage of a meeting, ~~the HOMTV Meeting Producer~~ is authorized to display a message describing the current status of the meeting. When a Board or Commission goes into "recess" during the live coverage of a meeting, ~~the HOMTV Meeting Producer~~ is authorized to display a message describing the current status of the meeting or to continue live coverage of the meeting room during the break. In most circumstances, live coverage of the meeting may resume following a recess or closed session.
- VI. Video recordings of the live coverage of Township meetings are not to be edited for replay unless technical issues occur, such as audio or video loss, that require a backup recording of the meeting to be published.
- VII. Video recordings of Township meetings shall not be considered the official record ~~of the meetings~~ and shall not be treated as such. These recordings will be available online and retained on the HOMTV ~~A~~rchiving ~~S~~ystem. Staff liaisons to the televised Board and Commission meetings are responsible for recording their minutes in case all versions of the HOMTV recording experience technical issues.

SECTION THREE: TOWNSHIP ELECTION COVERAGE

- I. HOMTV shall include programming ~~pertaining to regarding~~ Meridian Township elections. The Communications Manager shall determine the scope and format of such coverage and work with the Township Clerk to provide materials announcing pre-election and Election Day information. The scope and format of such coverage shall be determined by the Communications Manager. The minimum acceptable coverage shall be graphic material summarizing election results, initially presented sometime on election night, and carried on HOMTV at least until the normal program schedule begins the next day. The Communications Manager shall work with the Township Clerk and Election Commission to provide graphic material and/or other material announcing pre-election administration information.
- ~~II. Special efforts shall be made~~The Communications Manager shall make special ~~efforts to~~ produce programming in "even year" Township elections, with a maximum emphasis on elections held to fill positions on the Township Board and/or the Park Commission. All registered candidates shall be ~~afforded an equal opportunity~~ allowed to be included in this coverage. The Communications Manager shall determine the scope and format of such election-year programming, and may consist of an interview

~~program for candidates that involves the same list of standardized questions for every candidate. The scope and format of such election year programming shall be determined by the Communications Manager, and may include the following components:~~

- ~~A. An interview program for candidates, including standardized questions and follow-up questions.~~
- ~~B. An opportunity for candidates to make up to a two minute statement on their candidacy.~~
- ~~C. A debate style program for candidates, organized by party affiliation and/or desired office.~~
- ~~D. A call in show to allow residents to ask questions of the candidates.~~

III.II. The Communications Manager shall ensure that all programming featuring registered candidates ~~be balanced~~ is balanced with programming featuring their opponents. In cases where balance is not possible due to the lack of participation of one or more candidates, the participating candidates will receive balanced coverage ~~in comparison~~ compared to the entire field of participating candidates.

IV.III. Candidates for elected office shall not be included in HOMTV programming ~~ninety 90~~ days before an election, with the exception of coverage of Township meetings ~~coverage~~, special election coverage, and ~~coverage of~~ incumbents performing official duties. The Communications Manager shall decide if equal time for opposing candidates is necessary to balance the coverage of incumbent ~~candidate's performance of candidates performing~~ official duties.

SECTION FOUR: PROGRAMS AND PROGRAM-SERIES

~~I. There shall be one series in the HOMTV Program Schedule based on a "public forum" format. This program may include panels of guest experts or residents, opportunity for participation by viewers and/or the opportunity for involvement by a live audience. Topics in this series should be of local interest but may include statewide or national issues discussed from a local perspective.~~

~~II. A magazine format series will be produced for airing on HOMTV on a regular basis as a news and information program.~~

~~III.I. Other program series' will be produced for airing on HOMTV under the direction of the Communications Manager. The program series will be produced to air on HOMTV under the direction of the Communications Manager. Staff aims to produce programs on a regular basis to form a series. The Communications Manager shall decide which programs to produce as a series, supervise their production, and regulate their format and frequency. It is the goal of staff to produce programs of a similar nature on a regular basis to form a series. The Communications Manager shall decide which programs to produce as a series and shall supervise their production and regulate their format and frequency.~~

IV.II. Other programs may be produced to air on HOMTV ~~which that~~ do not fit into any existing program series. These will be considered "specials" and may be of any format.

~~V.III.~~ There shall be a Computer ~~G~~graphics ~~M~~message ~~D~~display ~~S~~sequence and/or ~~V~~virtual ~~C~~channel of promos and PSAs to air on HOMTV during times when there is no live or taped programming. ~~Staff will display messages of an emergency nature as soon as possible. Messages of an emergency nature will be displayed as soon as possible by staff.~~

~~VI.IV.~~ ~~The HOMETV Program Schedule will be determined by staff. Staff will determine the HOMETV program schedule.~~ Primary concepts for ~~P~~program ~~S~~schedule formulation include variety and high frequency of program replays.

SECTION FIVE: LOCAL PROGRAMMING DEVELOPMENT

I. ~~Meridian Township officials, employees, and the public may request program suggestions. Requests or suggestions for program development may be made by officials and employees of Meridian Township and from the public.~~ Requests must be made in writing. ~~Each request for programming received by staff may be reported to the Communications Commission.~~ The Communications Manager will respond to requests for programming within a reasonable time, based on staff and facility limitations.

II. The Communications Manager shall use any of the following criteria to make judgments regarding the initiation of new programming:

A. The programming is about Meridian Township, its residents, ~~its~~ employees, ~~its~~ elected officials and/or ~~it-s~~ appointed officials.

B. The programming is in demand by Meridian Township residents and/or employees.

C. The programming program is a public service ~~to~~ for Meridian Township residents.

D. The programming serves to promote Meridian Township as a community.

E. The programming serves as communication ~~from~~ between Meridian Township employees ~~to~~ and Meridian Township residents.

~~F. The programming serves as communication from Meridian Township residents to Meridian Township residents.~~

III. The Communications Manager shall use any of the following criteria to make judgments regarding the denial of new programming:

A. The programming shall include no pornographic material.

B. The programming shall include no religious material.

C. The programming shall include no paid advertising.

- D. The programming shall include no direct appeals to purchase commercial goods or services.
 - E. The programming shall be of sufficient technical quality to match the channel's current minimum quality level. ~~of programming on the channel.~~
 - F. The programming does not meet one or more of the criteria ~~set forth-~~ outlined in paragraph II of this Section.
- IV. The Communications Manager shall use any of the following criteria to make judgments regarding the termination of existing programming:
- A. The programming has served its original purpose.
 - B. Another local access channel can more appropriately produce the programming. ~~The programming can be more appropriately produced by another local access channel.~~
 - ~~C. Producers of the programming are not cooperating with the staff in a consistent or professional manner.~~
 - D.C. Staff or facility limitations cause the need to reduce programming levels in general.
 - E.D. The criteria ~~used~~ for denying new programs can also be used to terminate existing programs. (See paragraph III above).
 - ~~V. The Communications Commission shall hear and decide appeals from those who have been denied programming requests under this Section. Such decisions shall normally be rendered within thirty (30) days of the Communications Commission's first consideration of the appeal.~~

SECTION SIX: GENERAL POLICIES

- I. Staff shall not be used to produce video programming for private or commercial organizations. However, as determined by the Communications Manager, staff may be able to collaborate with and charge a fee for services to other public agencies and similar organizations to develop programming that further serves the public interest. ~~Staff may collaborate and charge a fee for services to other public agencies and similar organizations to develop programming, which further serves the public interest, as determined by the Communications Manager.~~ Sponsorships for HOMTV ~~P~~programming, special events, websites, and other digital platforms, may also be available.
- ~~II. It is the objective of staff~~ Staff aims to program at least eight (8) hours per day, seven (7) days per week. ~~The Communications Manager may cancel or reduce programming for~~

up to ten

~~—(10) weeks per calendar year for the purpose of equipment maintenance, staff~~

II. ~~limitations or other extreme circumstances.~~

- III. Staff will make duplicate copies upon request of programs as a whole for a nominal fee according to the attached fee schedule. Segments and/or raw footage are ~~not available~~ unavailable for duplication unless the Communications Manager grants pre-approval. ~~pre-approval granted by the Communications Manager.~~
- A. ~~Fees may be waived by the Communications Manager~~ The Communications Manager may waive fees for people closely involved with the production of the program being copied.
- B. Staff will only make duplicate copies of programs ~~that have~~ aired on the channel or uploaded online to HOMTV's on-demand sites.
- IV. Expenditures to finance the operations of HOMTV may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager, subject to all requirements of the Township Purchasing Policies and within maximum amounts appropriated in the Township Budget. Purchases proposed by staff that are projected to exceed the total budget appropriations shall require a budget amendment recommended by the Communications Manager upon approval of the Township Finance Director, authorization of the Township Manager, and ~~approved~~ approval by the Township Board, in conformance with Township purchasing and budget policies. Transfers among line items within the total amount appropriated in the operating budget may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager.
- VI. All HOMTV video recordings shall remain the property of HOMTV.

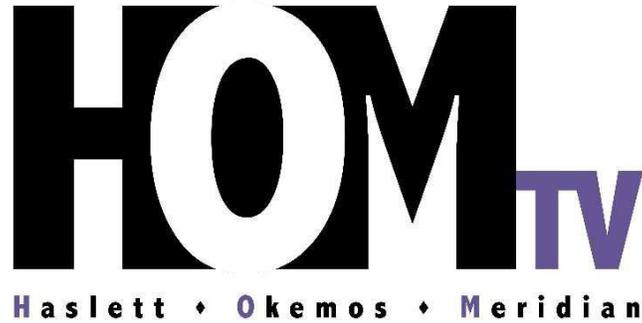
FEE SCHEDULE

Video Copies

1. \$15.00 flat rate per order.
2. \$10.00 per hour of running time on order, or any increment thereof.
3. \$6.00 for videotape supplied by staff for the copy.
4. \$6.00 Shipping & Handling.

Audio Copies

1. \$10.00 flat rate per order.
2. \$10.00 per hour of running time on order, or any increment thereof.
3. \$4.00 for audiotape supplied by HOMTV for the copy.



OPERATING POLICIES

MERIDIAN TOWNSHIP GOVERNMENT ACCESS CABLE CHANNEL

Originally approved by the Cable Communications Commission on March 4, 1992
Approved by the Township Board on October 8, 1992
Revised & approved by the Cable Communications Commission on February 19, 1993
Amendments recommended by the Activity Coordination Committee on April 14, 1993
Amendments recommended by the Personnel Committee on April 26, 1993
Approved by the Township Board on May 4, 1993
Revised & approved by the Cable Communications Commission on September 2, 1998
Approved by Township Board on September 15, 1998
Revised & approved by the Cable Communications Commission on April 28, 2000
Approved by Township Board on July 5, 2000
Revised and approved by the Cable Communications Commission on January 7, 2009
Approved by the Township Board on April 7, 2009
Revised and approved by the Cable Communications Commission on February 1, 2012
Revised and approved by the Communications Commission on December 2, 2020
Revised and approved by the Communications Commission on March 26, 2025

PREAMBLE

The Communications Commission, previously called the Cable Communications Commission, was established in 1977 to oversee the administration and implementation of the Cable Franchise Agreement, including:

- I. To advise the Township Board regarding the implementation of the Franchise Agreements.
- II. To encourage the use of access channels, including public, educational, and governmental channels.
- III. To formulate a policy relating to the access channels. All such policies are subject to approval by the Township Board.

(For a complete list of functions, refer to the Township Ordinances, Title XV, Chapter 115).

The government access cable television channel serving Meridian Township is known as HOMTV. HOMTV's Operating Policies are based upon the goals and objectives of the Communications Commission and the Communications Department. These policies and procedures are intended to consolidate and regulate the implementation of the goals and objectives. The Communications Commission shall monitor the implementation of these policies and procedures administered by the Communications Manager.

The Township Personnel Policy governs employees within the Communications Department who operate HOMTV. Matters related to programming are governed by the Communications Commission and Communications Manager.

SECTION ONE: GENERAL GUIDELINES FOR PROGRAMMING AND PRODUCTION

- I. The Communications Manager is responsible for generating program ideas and implementing and overseeing their production, either directly, or by delegation through their subordinates. The Communications Manager is to make all programming decisions, except for live meeting coverage, according to established policies and guidelines approved by the Communications Commission.
- II. The Communications Manager shall develop programming with Diversity, Equity, and Inclusion (DEI) principles in mind and strive to represent the unique makeup of the Meridian Township community. Programming should also be made accessible to all.
- III. The Communications Manager must avoid programming of non-local origin in all but the most exceptional situations. Such exceptions shall only be approved by the Communications Manager. In the case where programming of non-local origin is used, it must be presented with locally originated opening and closing statements.
- IV. All production decisions are to be made by the Communications Manager directly or by delegation through their subordinates.
- V. The HOMTV production equipment and facilities are to be operated only by Meridian Township staff members and interns who have been trained and approved for equipment use under the direction of the Communications Manager.
- VI. Special production requests must be submitted to the Communications Manager at least one week before the requested filming date.

SECTION TWO: TOWNSHIP MEETING COVERAGE

- I. The Communications Department staff and HOMTV interns are responsible for providing live coverage of regular meetings of the Township Board, the Planning Commission, the Park Commission, the Zoning Board of Appeals, and the Environmental Commission. Based on staff and facility capabilities, the Township Communications Commission may recommend to the Township Board expansion or limitation of meeting coverage responsibilities.
- II. Live coverage of regularly scheduled Township meetings shall be the number one programming priority to air on HOMTV. Program schedule adjustments must be made to accommodate irregular start and end times of televised meetings.

- III. To cancel regular meeting coverage, the staff liaison to the Board or Commission in question must present the cancellation notice to the Communications Manager in writing as early as possible before the scheduled meeting.
- IV. To schedule special meeting coverage, the staff liaison to the Board or Commission in question must present the television coverage request to the Communications Manager in writing at least two weeks before the meeting.
- V. When a Board or Commission goes into a "closed session" during the live coverage of a meeting, HOMTV is authorized to display a message describing the current status of the meeting. When a Board or Commission goes into "recess" during the live coverage of a meeting, HOMTV is authorized to display a message describing the current status of the meeting or to continue live coverage of the meeting room during the break. In most circumstances, live coverage of the meeting may resume following a recess or closed session.
- VI. Video recordings of the live coverage of Township meetings are not to be edited for replay unless technical issues occur, such as audio or video loss, that require a backup recording of the meeting to be published.
- VII. Video recordings of Township meetings shall not be considered the official record and shall not be treated as such. These recordings will be available online and retained on the HOMTV archiving system. Staff liaisons to the televised Board and Commission meetings are responsible for recording their minutes in case all versions of the HOMTV recording experience technical issues.

SECTION THREE: TOWNSHIP ELECTION COVERAGE

- I. HOMTV shall include programming regarding Meridian Township elections. The Communications Manager shall determine the scope and format of such coverage and work with the Township Clerk to provide materials announcing pre-election and Election Day information.
- II. The Communications Manager shall make special efforts to produce programming in "even year" Township elections, with a maximum emphasis on elections held to fill positions on the Township Board and/or the Park Commission. All registered candidates shall be allowed to be included in this coverage. The Communications Manager shall determine the scope and format of such election-year programming and may consist of an interview program for candidates that involves the same list of standardized questions for every candidate.

- III. The Communications Manager shall ensure that all programming featuring registered candidates is balanced with programming featuring their opponents. In cases where balance is not possible due to the lack of participation of one or more candidates, the participating candidates will receive balanced coverage compared to the entire field of participating candidates.
- IV. Candidates for elected office shall not be included in HOMTV programming 90 days before an election, with the exception of coverage of Township meetings, special election coverage, and incumbents performing official duties. The Communications Manager shall decide if equal time for opposing candidates is necessary to balance the coverage of incumbent candidates performing official duties.

SECTION FOUR: PROGRAMS AND PROGRAM-SERIES

- I. Program series will be produced to air on HOMTV under the direction of the Communications Manager. Staff aims to produce programs on a regular basis to form a series. The Communications Manager shall decide which programs to produce as a series, supervise their production, and regulate their format and frequency.
- II. Other programs may be produced to air on HOMTV that do not fit into any existing program series. These will be considered "specials" and may be of any format.
- III. There shall be a computer graphics message display sequence and/or virtual channel of promos and PSAs to air on HOMTV during times when there is no live or taped programming. Staff will display messages of an emergency nature as soon as possible.
- IV. Staff will determine the HOMTV program schedule. Primary concepts for program schedule formulation include variety and high frequency of program replays.

SECTION FIVE: LOCAL PROGRAMMING DEVELOPMENT

- I. Meridian Township officials, employees, and the public may request program suggestions. Requests must be made in writing. The Communications Manager will respond to requests for programming within a reasonable time based on staff and facility limitations.
- II. The Communications Manager shall use any of the following criteria to make judgments regarding the initiation of new programming:
 - a. The programming is about Meridian Township, its residents, employees, elected officials, and/or appointed officials.
 - b. The programming is in demand by Meridian Township residents and/or employees.
 - c. The program is a public service for Meridian Township residents.

- d. The programming serves to promote Meridian Township as a community.
 - e. The programming serves as communication between Meridian Township employees and Meridian Township residents.
- III. The Communications Manager shall use any of the following criteria to make judgments regarding the denial of new programming:
- a. The programming shall include no pornographic material.
 - b. The programming shall include no religious material.
 - c. The programming shall include no paid advertising.
 - d. The programming shall include no direct appeals to purchase commercial goods or services.
 - e. The programming shall be of sufficient technical quality to match the channel's current minimum quality level.
 - f. The programming does not meet one or more of the criteria outlined in paragraph II of this Section.
- IV. The Communications Manager shall use any of the following criteria to make judgments regarding the termination of existing programming:
- a. The programming has served its original purpose.
 - b. Another local access channel can more appropriately produce the programming.
 - c. Staff or facility limitations cause the need to reduce programming levels in general.
 - d. The criteria for denying new programs can also be used to terminate existing programs. (See paragraph III above).

SECTION SIX: GENERAL POLICIES

- I. Staff shall not be used to produce video programming for private or commercial organizations. However, as determined by the Communications Manager, staff may be able to collaborate with and charge a fee for services to other public agencies and similar organizations to develop programming that further serves the public interest. Sponsorships for HOMTV programming, special events, websites, and other digital platforms may also be available.
- II. Staff aims to program at least eight (8) hours per day, seven (7) days per week.
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 - a. The Communications Manager may waive fees for people closely involved with the production of the program being copied.
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- IV. Expenditures to finance the operations of HOMTV may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager, subject to all requirements of the Township Purchasing Policies and within maximum amounts appropriated in the Township Budget. Purchases proposed by staff that are projected to exceed the total budget appropriations shall require a budget amendment recommended by the Communications Manager upon approval of the Township Finance Director, authorization of the Township Manager, and approval by the Township Board, in conformance with Township purchasing and budget policies. Transfers among line items within the total amount appropriated in the operating budget may be made by the Communications Manager upon approval of the Township Finance Director and authorization of the Township Manager.
- V. All HOMTV video recordings shall remain the property of HOMTV.

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To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 18, 2025
Re: Communications Commission Application – Megan English

On January 22, 2025, Megan English’s application for the Communications Commission was received. Manager Diehl forwarded the application along to the Commission and asked for their feedback. Chair Whiting Dobson asked that Manager Diehl invite the applicant to the March 26, 2025 meeting so that they could meet.

Manager Diehl extended the invitation to Megan, and she will be in attendance at the March meeting. Megan’s application, as well as her resume, are attached to this memo.

The Communications Commission MOVES TO RECOMMEND THE APPOINTMENT OF MEGAN ENGLISH TO THE ROLE OF COMMUNICATIONS COMMISSION MEMBER, WITH A TERM ENDING ON DECEMBER 31, 2026.

* 1. I am interested in service on one or more of the following public bodies as checked below:
Communications Commission *

*** 2. Summarize your reasons for applying to do this type of service**

My reason for applying to the Communications Commission is tied to my education and work experience and a desire to connect with my community. I work as a trained evaluator and highly value collaboration and communication. Great things happen in our communities, and presenting those findings in new and dynamic ways is a challenge I enjoy. In my education, I have spent years learning about the value of communicating with residents about the latest information and bright spots in the community.

*** 3. Describe education, experience or training which will assist you if appointed.**

I obtained a Bachelor of Political Science and a Master of Public Administration and interned with San Jose Mayor Sam Liccardo as a Communications intern. In my professional roles as an Evaluation Manager and previously as an Operations Coordinator, I have worked in teams that are conducting listening sessions, dispatching surveys, and presenting findings with stakeholders. As an Operations Coordinator, I held budgeting and document retention responsibilities.

(Attach resume if available)

[REDACTED]

* Full Name
Megan English

* **Occupation**
Evaluation Manager

* **Place of Employment**
Alliance for a Healthier Generation

* Home Address

[REDACTED]

* Phone (Day)

[REDACTED]

* Phone (Evening)

[REDACTED]

* **Email**

[REDACTED]

* **Please type your name in the box below as a digital signature**
Megan English

* **Date and Time**
01/22/2025

Other than the Downtown Development Authority Board, the Corridor Improvement Authority, and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment. The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years.

MEGAN ENGLISH, MPA

EXPERIENCE

Alliance for a Healthier Generation

Evaluation Manager

February 2024 – Present

- Design and lead listening sessions to gather insights from diverse stakeholders in schools, and prepare report findings with meaningful feedback to guide program development and decision-making.
- Conduct thematic analysis to identify trends and patterns across qualitative data sources, transforming raw input into actionable insights and recommendations.
- Oversee qualitative and quantitative analysis projects, ensuring methodological rigor and producing reports that communicate findings clearly to various audiences through visuals and reports.
- Develop, distribute, and manage surveys on platforms like SurveyMonkey and Qualtrics.
- Collaborate with cross-functional teams to translate evaluation findings into practical recommendations that align with funder goals and expectations.

The David and Lucile Packard Foundation

Operations Coordinator

June 2020 – February 2024

- Developed and maintained the department's annual budget of \$1M, demonstrating strong financial acumen and expertise in fund reconciliation, projections, and coordination with vendors and internal stakeholders.
- Spearheaded operational effectiveness and efficiency initiatives, successfully transitioning the department to an automated scheduling tool, restructuring file systems for enhanced usability, and creating templates for presentations and the RFP process.
- Provided logistical support and executed the annual E&L Partner Meeting and quarterly off-site meetings, exhibiting exceptional coordination skills by liaising with vendors, arranging food services, and setting up meeting rooms.
- Assisted the Director in preparing Board docket materials and proofread critical documents to maintain quality and accuracy.
- Provided valuable administrative support for Foundation-wide reporting, data queries, and ad hoc report requests, actively contributing to testing the Foundation's data platform to ensure quality and functionality.
- Updated and tracked data strategies for grants using Fluxx, STATA, and Tableau, ensuring accurate and up-to-date information for effective decision-making processes

Stanford Division of Vascular Surgery

Faculty Affairs Administrator

February 2019 – May 2020

- Acted as liaison between the Division of Vascular Surgery and the Dean's Office
- Managed the appointment, promotion, and reappointment portfolios of 18 faculty members

- Provided administrative support to three faculty members with management of calendars, booking travel, and reimbursements
- Scheduling of multi-day interviews for prospective candidates, coordinating with faculty, staff, and labs
- Serve as the primary point of contact in orienting new faculty to the department.
- Supported staff and lab researchers with F-1 and J-1 Visa submissions

EDUCATION

- Master in Public Administration, University of Delaware
- Bachelor in Political Science, San Jose State University
- Project Management Coursework, Stanford University



Communications
Commission

Discussion Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 20, 2025
Re: Universal Connectivity in Meridian Township

At the December 18, 2024, regular Communications Commission meeting, the commissioners asked Manager Diehl to add an agenda item to the January 2025 meeting to discuss the next steps in establishing universal connectivity in Meridian Township.

Manager Diehl contacted the Ingham County Broadband Task Force for an update about whether they would be applying for broadband funding. The task force has not yet responded to the inquiry.

At the January 22, 2025, regular meeting, it was discussed that a meeting should be held with the Commission, Township stakeholders, and other stakeholders to discuss how this could be started. If building infrastructure is not an option, the possibility of adding internet/cable assistance to Meridian Cares should be considered.



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 20, 2025
Re: Communications Commission Policies and Procedures Review

At the December 18, 2024, regular Communications Commission meeting, Commissioner Nevells said he would like the Commission to review their policies and procedures.

Staff is bringing those policies and procedures forward for the Commission to discuss and make any revisions they deem fit. Since these policies are a part of Meridian Township's Code of Ordinances, they will need to be approved by the Township Board after they get approval from the Commission.

A copy of these policies will be attached to this memo.



COMMUNICATIONS COMMISSION RULES AND PROCEDURES

RULE 1: AUTHORITY

These rules are adopted by the Meridian Township Communications Commission (hereinafter referred to as the Commission) pursuant to Title XV, Chapter 115 of the Meridian Township Code of Ordinances.

RULE 2: MEMBERSHIP

2.1 Members. The Commission shall consist of five regular members and two alternate members appointed by the Meridian Township Board. The Commission may recommend names of suggested appointees to the Township Supervisor. Members must be residents of the Township with an interest in telecommunications, communications and/or marketing of the Township. Conflicts of interest that would inhibit a person's ability to serve on the Commission includes employment by a video/internet service provider or communications company.

2.2 Alternate Members.

1. An alternate member shall be called to serve in place of a regular member by the chairperson or vice chairperson if:
 - a) a regular member is absent from or will be unable to attend two or more consecutive meetings of the Commission; or,
 - b) a regular member is absent from or will be unable to attend meetings for a period of more than thirty consecutive days; or,
 - c) a regular member will be abstaining from participating in consideration of a case in which the regular member has a conflict of interest.
 - d) When called to serve, an alternate member has the same voting rights as a regular member.
 - e) Alternate members may be called in any order.

2.3 Conflict of Interest. A regular member or alternate member shall disqualify themselves from the discussion and decision in any case where the member has a conflict of interest due to financial considerations or other issues of significance. Failure of a member to disqualify themselves shall constitute misconduct in office.

2.4 Attendance. Members of the Commission who are absent from more than three consecutive, regularly scheduled Commission meetings and work sessions or more than thirty percent of the regularly scheduled Commission meetings and work sessions in a calendar year, shall be subject to review and possible recommendation for removal by the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Commission.

RULE 3: TERMS OF OFFICE

3.1 Terms of Service. Terms of service for Commission members shall be three years or until a successor is appointed.

3.2 Vacancies. A successor shall be recommended to the Township Board for appointment not more than thirty days after the term of the previous member has expired.

3.3 Removal from Office. Members of the Commission can be subject to removal from office by the Township Board for nonperformance of duty or misconduct in office.

RULE 4: OFFICERS

4.1 Selection. At the last or first regular meeting in a calendar year, the Commission shall select from its members a chairperson and vice chairperson.

4.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than three successive full terms in one office.

4.3 Duties of the Chairperson. The chairperson shall preside at all meetings, appoint committees and official representatives to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.

4.4 Duties of the Vice Chairperson. The vice chairperson shall act in the capacity of the chairperson in the chairperson's absence. In the event the office of the chairperson becomes vacant, the vice chairperson shall succeed to that office for the unexpired term and the Commission shall select a successor to the office of vice chairperson for the unexpired term.

RULE 5: RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority pursuant to the Meridian Township Code of Ordinances, Title XV, Chapter 115, Section 115-20, subsection (a), numbers 1-12:

1. Discuss franchises and franchise applications.
2. Advise the Township Board on franchise applications.
3. Advise the Township Board on revocation of franchises.
4. Make recommendations to the Township Board on resolution of disputes between

franchisees, subscribers and access users.

5. Advise the Township Board on rate regulation for municipal owned broadband, when applicable.
6. Make recommendations to the Township Board on operational policies of local access channels.
7. Encourage the use of access channels.
8. Encourage and supervise the interconnection of systems.
9. Review and report to the Township Board on franchise compliance.
10. Make recommendations to the Township Board for video equipment and maintenance purchases from PEG fee funds.
11. Conduct system evaluations and make recommendations to the Township Board regarding franchise amendments and ordinance amendments.
12. Evaluate, research and advise the Township Board in the implementation, and expansion of, broadband and internet connectivity in Meridian Township.

The Commission shall assume the following responsibilities and authority pursuant to the Uniform Franchise Agreement:

1. To hear informal complaints by subscribers and advise them to contact the Michigan Public Service Commission (MPSC) for pursuing the informal or formal complaint process. (Exhibit F)
2. To designate the use of Public, Education and Government (PEG) Access Channels by franchisees.
3. To approve rules for usage of PEG channels and review content for usage compliance, as outlined in channel operational policies.
4. To direct franchisees to construct or repair parts of the cable system.
5. To review financial reports of the franchisees.
6. To recommend the percentage of franchise fees and PEG fees on new services or non-subscriber revenues.

The Commission shall assume the following responsibilities and authority pursuant to the Operating Policies of HOMTV:

1. To advise the Township Manager when carrying out aspects of the Township Personnel Policy with Communications Department/HOMTV staff.
2. To recommend to the Township Board expansion or limitation of the meeting coverage responsibilities of HOMTV.
3. To hear appeals of program decisions made by the Communications Manager.

RULE 6: COMMISSION MEETINGS

6.1 Procedures. The chairperson shall preside over all meetings of the Commission. Robert's Rules of Order, newly revised, shall govern all questions of procedure not otherwise provided for in these rules or by state or federal law.

6.2 Quorum. Three members shall constitute a quorum for the transaction of business at all meetings of the Commission. In the event a quorum is not present at any meeting, a majority of the Commissioners in attendance may reschedule the meeting providing proper advance notice is given to the public.

6.3 Motions. All motions of a substantive nature shall be made in writing. The name of the originator and seconder of the motion, the findings of fact and the rationale for action shall be recorded in the minutes.

6.4 Voting. Voting shall be by voice except that a roll call vote will be taken and recorded for all proposals requiring a public hearing or when requested by a member of the Commission. When a question is put by the chairperson, every Commissioner present shall vote either "yes" or "no", except that a Commissioner may abstain from voting if excused by unanimous consent of the other Commissioners present.

6.5 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action.

6.6 Meeting Schedule. The Commission shall meet in regular session according to a schedule adopted at the beginning of the calendar year or as subsequently revised. Special meetings shall be called by the chairperson or shall be called at the request of three members of the Commission.

6.7 Meeting Locations. Meetings shall usually be held at the Township Municipal Building. Meetings shall be open to the public, except where closed sessions are permitted by the Michigan Open Meetings Act.

6.8 Notice of Meetings. Notice of meetings and the agenda for business shall be posted according to existing Township procedure. Commission members shall be notified as soon as possible

6.9 Meeting Agenda. An agenda shall be established for each meeting of the Commission by designated Township staff and/or the chairperson, and shall be made available to Commission members and the public in advance of the meeting (Exhibit A). The designated Township staff and/or chairperson shall determine the order of business, subject to amendment by the Commission.

6.10 Public Participation. A member of the public may speak at public meetings of the Commission in accordance with the following procedures:

- a. Time for public comment shall be provided at the beginning of a regular Commission meeting. Additional time shall be scheduled at the end of such meeting. Time limits for comments or presentations at Commission meetings by persons in the audience may be established by the Commission in accordance with the number of requests to speak, providing such limits shall not be less than three minutes per speaker.
- b. Persons shall be recognized by the chairperson before speaking.
- c. Persons addressing the topic of a scheduled public hearing are encouraged to present their remarks during the public hearing portion of the meeting.
- d. During a public hearing, the following order shall be used:
 1. Township staff review;
 2. Comments by the public or other interested parties;
 3. Discussion and action by the Commission.
- e. A member of the public may speak at public meetings of the Commission during the public remarks session of the meeting or at other appropriate times if allowed by a majority of the Commissioners present.

RULE 7: RECORDS

7.1 Meeting Records. The Communications Manager (or designee) shall be responsible for minutes of each meeting of the Commission and for maintaining the official record, including all Commission actions. An audio recording device shall be used whenever possible to improve the accuracy of meeting minutes.

7.2 Meeting Minutes. Minutes shall include all motions made, the names of the mover and seconder,

the method and outcome of votes taken. Comments by a Commissioner may be placed in the official record upon the members' request. Minutes and records of the Commission meetings shall be made available to the public in accordance with the Freedom of Information and Open Meetings Act.

7.3 Closed Sessions. Minutes of closed session shall be maintained separately by the Meridian Township Clerk's Office and not disclosed to the public except upon court order. Minutes of closed sessions may be destroyed one year and one day following their approval.

RULE 8: COMMITTEES

8.1 Standing Committees. Standing committees of the Commission shall be appointed by the chairperson and approved by the Commission to assist in the ongoing responsibilities of the Commission and the operation of the Township government. The Standing Committee members will elect their own chairperson. Standing committees shall serve to review, study and propose Commission actions related to operations which are the responsibility of the Commission. Committees shall be assigned specific areas of concern and shall work with the Communications Manager.

8.2 Special Committees. The Commission may establish and appoint special committees to meet the needs and objective of the Commission. The Commission may authorize the chairperson to appoint members to these committees, including the chairperson. Permission may be granted to a special committee to designate its own chairperson.

8.3 Quorum. A majority of committee members shall constitute a quorum for committee meetings. A Standing or Special Committee shall open its meetings to the public in compliance with the Open Meetings Act if it has more than two commissioners present.

8.4 Notice of Meetings. Notice of meetings shall be made available for the public at least eighteen hours in advance of such meetings as required by state law to be considered an official committee meeting. Each committee shall provide a written record of its meetings to the Communications Manager which shall constitute its public record. A separate file shall be kept in the Communications Department for each committee. Minutes of committee meetings shall be sent to all Commissioners.

8.5 Reports. Standing Committees will report their recommendations to the Commission during the committee report portion of Commission meetings. Minority reports may be offered at that time.

8.6 Dissolution. The Commission may discharge a committee from further consideration of any matter upon approval of a majority of the Commission.

RULE 9: APPEALS OF PROGRAMMING DECISIONS

9.1 Filing. Appeals may be filed with the Commission by any person aggrieved by a programming decision made by the Communications Manager.

9.2 Procedures. Appeals shall be filed in accordance with the following procedures, deadlines and regulations:

- a. Application: An appeal of a programming decision made by the Communications Manager shall be filed within thirty days of the date of the decision being appealed.
- b. Hearing: A hearing on said appeal shall be held at the next regularly scheduled meeting of the Commission.
- c. Presentation: The order of presentation during the appeal is included as "Exhibit E" in the appendix of this document.

9.3 Decisions. The Commission shall issue a decision within a reasonable time from the filing of an appeal.

9.4 Reconsideration. The Commission may consider a petition for reconsideration if substantial new information warrants such reconsideration and if such petition is made prior to the Commission's next regularly scheduled meeting following the meeting at which the decision was made.

RULE 10: PUBLIC HEARINGS

10.1 Purpose. Public hearings shall be held prior to recommending approval by the Township Board of any amendment to the Township Cable Ordinances or for other matters as required by statute, federal law, or Township Ordinance. Public hearings may also be held for informational purposes. (Exhibit C)

10.2 Notice. Notice of public hearings, including time, place and purpose shall be made in conformance with requirements of P.A. 285 (1931, as amended) and the Township Code of Ordinances, and such other procedures as may be adopted by the Commission or Township Board.

10.3 Format. Public hearings shall be part of regular Commission meetings and shall be conducted according to established written procedures.

10.4 Complaint Hearings. The Commission will hear informal and formal complaints of municipally owned systems.

RULE 11: RESCISSION

A motion to rescind or amend something previously adopted may be brought pursuant to Section 34 of Robert's Rules of Order, Newly Revised.

RULE 12: SUSPENSION OF RULES

A motion to suspend these rules may be brought pursuant to Section 25 of Robert's Rules of Order, Newly Revised.

RULE 13: AMENDMENTS

These Rules may be amended or repealed by a majority of the members of the Commission at any regular meeting or at any properly called meeting provided that a copy of the proposed changes shall be filed with the chairperson at least ten days prior to the meeting at which action therein is to be taken and copies of the proposed changes are provided to each Commissioner at least five days prior to said meeting, together with written notice of the time and place of such meetings.

RULE 14: ANNUAL REPORT

The Commission shall, on or before March 1 of every year, submit a written report to the Township Board, which report shall contain a statement of the activities of the Commission during the preceding calendar year.

EXHIBIT A:



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
REGULAR MEETING
August 25, 2021 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. June 2, 2021 Regular Meeting DRAFT Minutes
6. COMMUNICATIONS MANAGER REPORT
 - A. Department Goals & Project Update Report – August 2021
7. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS
 - A. Chair’s Report
 - B. Township Board Liaison’s Report
 - C. Commissioner Reports
8. ACTION ITEMS
 - A. Disposal of Surplus Equipment
 - B. Communications Commission Rules & Procedures Revisions
9. DISCUSSION ITEMS
10. COMMUNICATIONS
 - A. Compliments/Complaints
 - B. Correspondences
11. REPORTS
 - A. Video Service Provider(s)
 - B. Programming
 - i. Program Totals and Video On-Demand Analytics
 - C. Website & Social Media
 - i. Website Analytics
 - ii. Social Media Analytics
 - D. Promotions/Publications
 - E. Finance
 - F. HOMTV Internship/Alumni
12. PUBLIC REMARKS
13. ADJOURNMENT

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

EXHIBIT B: EXAMPLES OF PURPOSES FOR INFORMATIONAL HEARINGS

1. To provide additional time to give all interested parties an adequate chance to present evidence.
2. To provide additional discussion or presentation time because of the complexity of the proposal or issues.
3. To provide for public comment as a result of making major changes in a proposal following an initial hearing.
4. To introduce and discuss new evidence, external to changes in a proposal, not available at the time of the initial hearing.
5. To seek citizen input on any appropriate subject.
6. To educate the public on selected issues or proposed actions and enhance public understanding or acceptance.

EXHIBIT C: GENERAL PROCEDURES FOR PUBLIC HEARINGS

1. When scheduling meetings, the Commission may limit the number of hearings to be placed on the agenda of any meeting. Each hearing shall be identified on the agenda.
2. Unless otherwise indicated, the following format will be used:
 - a. Introduction by the chairperson (announcement of procedures, time limits and protocols for public participation, applicants and defendants.)
 - b. Summary of subject matter.
 - c. Presentation by interested members of the public.
 - d. Discussion and questioning by Commission members.
 - e. Final remarks by applicant.
 - f. Adjournment.

EXHIBIT D: PROCEDURES FOR PUBLIC PARTICIPATION AT MEETINGS

1. The number of persons admitted to a meeting room will be in keeping with public safety requirements and availability of space. Efforts will be made to provide adequate room to accommodate those in attendance.
2. Established protocols for public participation will be announced at the beginning of the meeting.
3. Opportunity to speak will be granted either under Public Remarks, during old business or during a public hearing, as most appropriate.
4. Reasonable time limits may be allotted for public comments, in keeping with other business which must be considered at a particular meeting.
5. A member of the public will be provided no less than three minutes to speak.
6. Those completing a request form in writing shall be called upon first to speak.
7. Members of the public will identify themselves by name and address prior to presenting their comments.
8. Written communications will be read into the record during a meeting when requested by the author. All written communications will become part of the Commission record.
9. The chairperson, without objections from the Commission, may invite members of the public to participate in informal discussion on all or selected agenda items during Commission work sessions.

EXHIBIT E: FORMAT FOR PROGRAM APPEALS

1. Presentation by the Communications Manager.
2. Presentation by appellant.
3. Questions from the Commission to the Communications Manager.
4. Questions from the Commission to the appellant.

5. Closing comment by the Communications Manager.
6. Closing comment by the appellant.
7. Discussion by members of the Commission.
8. Decision by vote of the Commission.

EXHIBIT F: FILING A TELECOMMUNICATIONS AND VIDEO COMPLAINTS TO THE MICHIGAN PUBLIC SERVICE COMMISSION (MPSC)

All informal electric, natural gas, telecommunications and video complaints received at the MPSC will be processed in accordance with the appropriate rules and laws.

When you contact the MPSC with a complaint, it will be sent to the company for an investigation. The company has up to 10 business days (2 weeks) to investigate and work towards a resolution. During this time the company may be in touch with you. At the conclusion of the company's investigation, they will provide the MPSC with a thorough and detailed response at which time the MPSC will conduct a review to ensure that it is in accordance with all enforceable rules and regulations. The MPSC will then communicate the findings of the informal complaint with you.

Filing Complaints Online:

www.michigan.gov/mpsc

Filing Complaints by Phone:

1.800.292.9555

Filing Complaints by Mail:

MPSC Customer Assistance
P.O. Box 30221
Lansing, MI 48909



Communications
Commission

Compliments/ Complaints



Communications
Commission

Video Service Provider



Communications
Commission

Programming



11Bi.

To: Communications Commission
From: Danneisha McDole, Multimedia Production and Operations Specialist
Date: March 20, 2025
Re: Program Totals and Video On-Demand Totals

Program Totals (Year to Date):

- Meridian Live: 19
 - Township Board: 7
 - Planning Commission: 4
 - Environmental Commission: 3
 - Zoning Board of Appeals: 2
 - Park Commission: 0
 - Senior/Community Center Taskforce: 3
- HOM Entertainment: 3

Video On-Demand Analytics on next page.

Memo to Communications Commission
March 20, 2025
Re: Programming
Page 2

HOMTV Website Video On-Demand (Swagit)

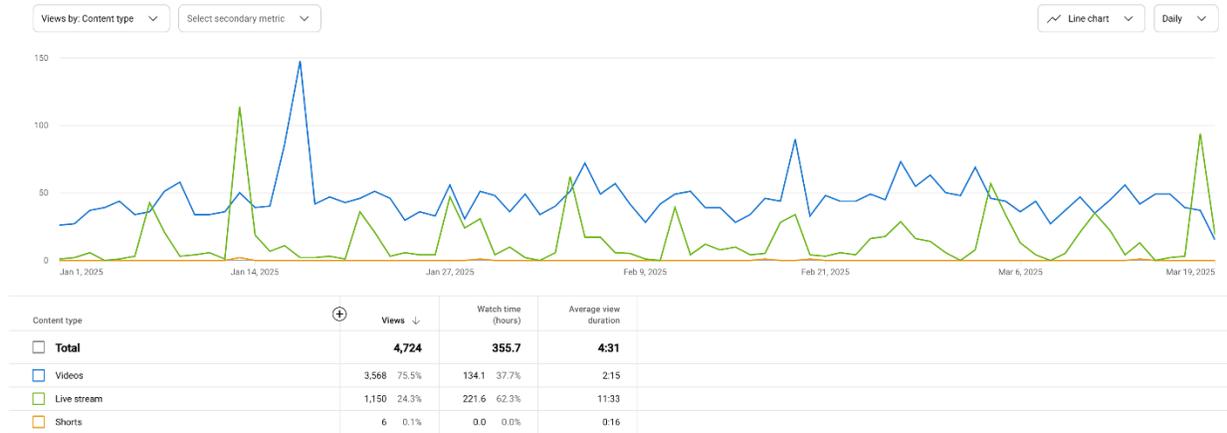
Currently unavailable due to not completing the migration process to update a newer version of Google Analytics.

YouTube Live vs. Uploaded Content Stats

This graph shows the amount of HOMTV YouTube views based on uploaded content and live streams. Of the 4,724 total views for the year, 75.5% of those were for uploaded content and 24.3% were for the videos streamed live (Township meetings).

At this time last year, only 7.3% of views accounted for our live streams on YouTube. This shows that people are increasingly watching our live meeting coverage on YouTube.

The three most watching videos of this quarter were the January 15 Zoning Board of Appeals meeting, the January 13 Planning Commission meeting, and the March 20 Township Board meeting.





Communications
Commission

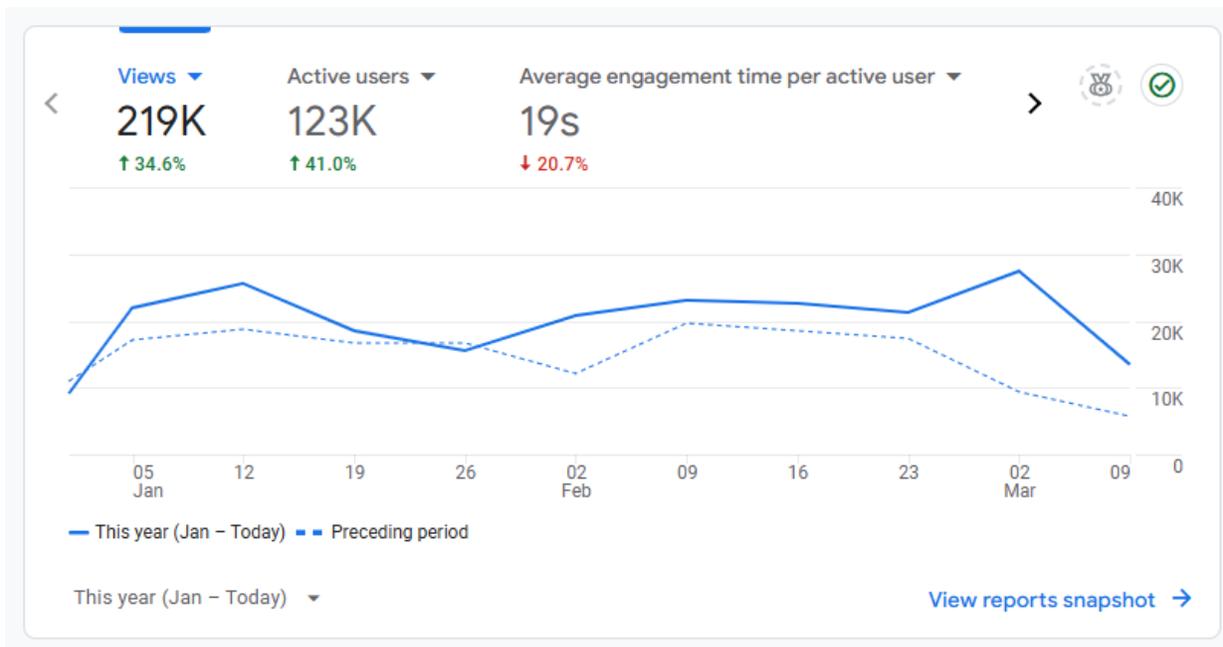
Website Analytics



To: Communications Commission
From: Rachael Stohlin, Marketing & Public Relations Specialist
Date: March 26, 2025
Re: Meridian Township Website Analytics

Updates

Since the start of 2025, Meridian Township’s website received 219,000 unique page views from 123,000 viewers. The diagram below shows the year-to-date values of three analytics. Most of these unique visits were associated with the Township’s home page, Township’s board and commission agendas, packets, and minutes, and the Township’s public meetings calendar.





To: Communications Commission
From: Rachael Stohlin, Marketing & Public Relations Specialist
Date: March 26, 2024
Re: Marketing Updates & Social Media Performance Summary

Updates

Meridian Township's Communications Department worked tirelessly through the winter of 2024 to effectively communicate with residents about Township news and happenings.

The first quarter of each year is one of the Township's slowest for marketing needs. Some of the largest projects for the first quarter of 2025 included:

- Event promotions
 - Ice Skating Parties
 - Ice Fishing Derby
 - Chinese New Year Celebration
- Announcement of Tim Dempsey as Meridian Township Manager
- 2025 Prime Meridian Magazine
- Spring 2025 Marketing and Public Relations Internship

The Communications Department's staff are proud to have produced and released the 2025 Prime Meridian Magazine. The magazine began reaching local mailboxes during the week of February 24. While postage and printing costs continue to rise, this magazine remains one of Meridian Township's most inexpensive options to reach the entire community in an accessible manner for most.

Throughout the winter, staff collaborated with the Department of Parks and Recreation to develop sponsorship packages for the Township's 2025 events.

Over the last few months, staff have worked closely with local news outlet WLNS to prepare promotional options for 2025 events. While discussions are ongoing, we are excited to consider this potential collaboration.

Moving forward, Communications Manager Samantha Diehl and Marketing and Public Relations Specialist Rachael Stohlin continue to pursue professional development that is in the Township's best interest. In mid-May, both will complete the Basic Public Information Officer training provided by the Federal Emergency Management Agency's National Disaster and Emergency Management University. We are closely watching changes at the federal level to understand how this might impact that training.

Social Media Performance Overview



As a review, X (formerly known as Twitter) began requiring a paid subscription for users to obtain analytics data in the spring of 2024. The Township remains uninterested in purchasing a paid subscription for this purpose. Given the Township's limited reach and engagement on X in recent years, the Communications Department halted activities on X.

Beyond X, we have noticed the following opportunities for improvement in our social media performance:

Successes

- Posts about road construction or projects that impact a significant portion of the Township
- Utilizing trends or relevant topics within post text, such as the Farmers' Market benefitting from the "economic blackout" of February 28 to promote a "buy local" weekend

Opportunities

- Post consistency, especially on platforms that are used less frequently (ex: Parks & Recreation Instagram)
- Less widely relevant topics, such as MABA sponsorships and office closures
- More video-based content, particularly on Instagram

Facebook

Meridian Township:

- Facebook followers: 9,960 (+164 this quarter)
- Page reach: 49,699 (-53.9% this quarter)
- Content interactions: 2,328 (+31% this quarter)
- Content interactions/reach: 4.7% this quarter
- Content quantity: 49 (-30% this quarter)

HOMTV:

- Total Facebook followers: 2,448 (-19 this quarter)
- Page reach: 1,995 (-15.3% this quarter)
- Content interactions: 34 (-2.9% this quarter)
- Content interactions/reach: 1.7% this quarter
- Content quantity: 7 (0% this quarter)

Meridian Township Parks & Recreation:

- Facebook followers: 3,799 (+83 this quarter)
- Page reach: 85,468 (+510.7% this quarter)
- Content interactions: 1,953 (+522% this quarter)
- Content interactions/reach: 2.3% this quarter
- Content quantity: 38 (+72.7% this quarter)

Harris Nature Center:

- Facebook followers: 4,548 (+5 this quarter)



- Page reach: 6,753 (-55% this quarter)
- Content interactions: 123 (-24.5% this quarter)
- Content interactions/reach: 1.8% this quarter
- Content quantity: 22 (-4.8% this quarter)

Meridian Township Farmers' Market:

- Facebook followers: 14,921 (+264 this quarter)
- Page reach: 48,169 (-22.7% this quarter)
- Content interactions: 1,064 (-22.6% this quarter)
- Content interactions/reach: 2.2% this quarter
- Content quantity: 42 (-34.4% this quarter)

Meridian Township Fire Department:

- Facebook followers: 3,193 (+16 this quarter)
- Page reach: 5,168 (+487.9% this quarter)
- Content interactions: 99 (-87.8% this quarter)
- Content interactions/reach: 1.92% this quarter
- Content quantity: 5 (-54.5% this quarter)

Meridian Cares:

- Facebook followers: 366 (+5 this quarter)
- Page reach: 1,200 (+136.2% this quarter)
- Content interactions: 98 (+92.2% this quarter)
- Content interactions/reach: 8.2% this quarter
- Content quantity: 11 (-26.7% this quarter)

Instagram

Meridian Township:

- Instagram followers: 2,552 (+59 since the start of 2024)
- Page reach: 2,052 (-52.1% this quarter)
- Content interactions: 268 (-41.5% this quarter)
- Content interactions/reach: 13% this quarter
- Content quantity: 12 (-36.8% this quarter)

HOMTV:

- Instagram followers: 502 (+8 this quarter)
- Page reach: 450 (+70.5% this quarter)
- Content interactions: 31 (+14.8% this quarter)
- Content interactions/reach: 6.9% this quarter
- Content quantity: 3 (-50% this quarter)

Meridian Township Parks & Recreation:

- Instagram followers: 299 (+19 this quarter)
- Page reach: 486 (-26.6% this quarter)



- Content interactions: 157 (+86.9% this quarter)
- Content interactions/reach: 32.3% this quarter
- Content quantity: 18 (+63.6% this quarter)

Harris Nature Center:

- Instagram followers: 1,025 (+19 this quarter)
- Page reach: 507 (-36.6% this quarter)
- Content interactions: 139 (+32.2% this quarter)
- Content interactions/reach: 27.4% this quarter
- Content quantity: 18 (+28.6% this quarter)

Meridian Township Farmers' Market:

- Instagram followers: 1,616 (+15 this quarter)
- Page reach: 985 (-17.8% this quarter)
- Content interactions: 297 (-36.5% this quarter)
- Content interactions/reach: 30.1% this quarter
- Content quantity: 22 (-56% this quarter)

LinkedIn

Meridian Township

- Total followers: 871
- Unique visitors: 171

HOMTV:

- Total followers: 1,179
- Unique visitors: 27

Performance Summary

Nextdoor: Nextdoor continues to have the highest volume of followers for the Township, but its engagement recently dropped. In October of 2024, Meridian Township's Nextdoor reach and engagement dropped by roughly 75%, and this drop has not yet been corrected. Our Marketing and Public Relations Specialist inquired with other communities about their performance on Nextdoor, and many communities have reported a similar drop. Our specialist will reach out to the Nextdoor representative to see if there is an explanation.

Meridian Township has 15,208 Nextdoor subscribers, an increase of 245 this quarter.

Constant Contact: Currently, we have 9,448 contacts across the Township's three newsletters, with an average open rate of 59%, remaining well above the government industry average of 43.7%.



Communications
Commission

Publications/ Promotions



To: Communications Commission
From: Rachael Stohlin, Marketing & Public Relations Specialist
Date: March 26, 2025
Re: Prime Meridian Magazine

Meridian Township mailed the 2025 Prime Meridian Magazine to all residents in late February. Staff worked with Allegra Print & Imaging (Lansing) to print and mail the publication.

Mass mailings are expensive to print and distribute. Nevertheless, the Prime Meridian Magazine remains essential for its key functions:

- Connecting new and temporary residents to their local government
- Providing access to government information to households with limited internet access
- Building relations between government and constituents

At the Township Board's request, staff worked with Allegra's representative to confirm that the magazine would reach all Township households. In that process, staff identified that one mailing route had been missing from past mailing lists. This missing list would have resulted in missed mailings to PO Boxes at the Haslett Post Office. This correction was made for future mailings.

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

The 2025 edition was more expensive than previous years. These rising costs were driven by inflation, a rising number of local housing units, and a budget increase to allow for more pages in the annual magazine.

2024 Prime Meridian Magazine Costs:

- **Total: \$17,800.81**
- Printing and Mailing Service Costs:
 - 2024: \$7,459.89 (1.7 cents per page printed; 27 cents per magazine)
 - 27,800 16-page printed copies
 - 2025: \$11,030 (1.6 cents per page printed; 38 cents per magazine)
 - 28,700 24-page copies
- Postage and Mailing Service Costs:
 - 2024: \$6,276.86
 - 2025: \$6,770.81 (7.9% increase from 2024)

Staff would like to express their gratitude for Commissioner Leslie Charles' support in editing the 2025 magazine. A digital copy of the Prime Meridian Magazine is attached to this memo.

PRIME MERIDIAN

magazine
2025



Creating Community for All

IN THIS ISSUE:

- Special Events (Page 5)
- Public Safety (Page 12)

Stay Informed by Tuning in to HOMTV!

HOMTV broadcasts meetings of the Meridian Township Board, Planning Commission, and more!



Watch live or view recordings at Comcast Channel 21, www.homtv.net, www.youtube.com/user/21HOMTV, or www.meridianmi.swagit.com/live.

Township Board

As pictured above (from left to right)

Trustee Peter Trezise
Trustee Marna Wilson
Trustee Nickolas Lentz
Trustee Kathy Ann Sundland
Clerk Angela Demas
Treasurer Phil Deschaine
Supervisor Scott Hendrickson

Park Commission

Mary Nardo Farris (Chair)
Amanda Lick
Michael McDonald
Emily Rambo
Mark Stephens

Letter From the Township Supervisor

Dear Meridian Township resident,

I am delighted and proud to serve as your Township Supervisor. Meridian Township is an amazing community made up of 44,000 wonderful people. We are home to the best school districts in the state of Michigan, a thriving business environment, and we have world-class parks, trails, activities, and other amenities. In short, we are "A Prime Community."

While it is impossible to capture all the wonderful things we have to offer in one publication, this Prime Meridian Magazine is a guide to what is going on in our area.

This year, I hope you will find time to get out and discover something new about where you live that you haven't experienced before: visit our top-rated farmers' market, walk the trails at the Harris Nature Center, or try a restaurant that just opened around the corner. I think you will be amazed at what we have to offer. See you out there!

Scott Hendrickson

Scott Hendrickson

Prime Meridian Magazine Contributors

Design & Production

Rachael Stohlin

Printing & Mailing

Allegra Lansing

Photography

Samantha Diehl
Courtland Jenkins
Danneisha McDole
Dan Stephens

Proofreading

Leslie Charles
Samantha Diehl
Melissa Massie
Danneisha McDole

On the Cover

Okemos High School students celebrate Holi at Newton Park on May 19, 2024. Photo credits: Courtland Jenkins.



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Meridian Township Leads Michigan in Quality of Life

In 2024, Okemos ranked as the #1 Best Place to Live in Michigan by Niche, a website that compiles data and consumer feedback to rank communities. Niche ranked Haslett in the top 5% of Michigan communities.

Looking for Something Else?

Check out Meridian Township's website, www.meridian.mi.us, to access routinely updated news, calendar events, contact information, and more!

Using QR Codes

To use the QR codes in this magazine, open your smartphone camera (if available), point your camera at the QR code so the QR code is clear and fully visible on your screen, and tap the link that appears. Try it here!





Letter From the Township Manager

Hello!

It's my pleasure to introduce myself as the new Township Manager. This is a homecoming of sorts, having lived in the area for nearly 20 years. During much of that time, I worked for the City of East Lansing in community and economic development and served as the Deputy City Manager.

My passion for local government is driven by serving the public in meaningful ways, from ensuring public safety to enhancing economic development and everything in between. I'm very excited to work with the Township Board, staff, residents, and other stakeholders to maintain the qualities that make Meridian Township a great place to live and to find new and innovative ways to make it even better.

If you see me in the community, please say hi and introduce yourself, and certainly don't hesitate to contact me if needed. It's my goal in the coming weeks and months to get to know the community, understand its needs, and get to work ensuring Meridian Township remains "A Prime Community!"



Tim Dempsey
Tim Dempsey

Haven't Heard From Us Recently?

Let's stay in touch!



Scan the QR code to visit www.meridian.mi.us/GetConnected.

At that page, you can learn about and subscribe to our emergency alerts, eNewsletters, social media updates, and more!



Special Events



Celebrate Meridian Festival

June 26 to June 28, 2025

Kick off summer with your friends and family at our biggest celebration of the year! Stay tuned for updates.



Meridian Pride

May 31, 2025

Celebrate Pride Month at our third annual sponsor-funded event that unites local residents, allies, and organizations.



Other Events and Programs*

Spring

Meridian Senior Center Shamrock Social
Spring Recycling Event
Farmers' Market
Meridian Garden Club Plant Sale
Harris Nature Center Wildflower Walk
Harris Nature Center Native Plant Sale
Memorial Day Ceremony

Summer

Summer Concert Series
Harris Nature Center Summer Day Camp
Farmers' Market
Mom to Mom Sale
Juneteenth Celebration
Cops and Bobbers Fishing Derby
Children's Concert Series

Autumn

Fall Electronics Recycling Event
Halloween Spooktacular
Farmers' Market
Heritage Festival
Harris Nature Center Wine in the Woods
Harris Nature Center Native Plant Sale

Winter

Ice Skating Party
Farmers' Market
Here Comes Santa Paws
Drive-Thru Santa
Harris Nature Center Critter Holiday
Meridian Senior Center Cupid's Bingo

*The list of events above is not exhaustive. Events may be added, modified, or removed as planning continues. For an active listing of Township events, visit our website at www.meridian.mi.us/Calendar.





Top Stories of 2024

Find the Latest Township News

Visit our website at the QR code to learn more about these stories and other local news.



You can also find news about Meridian Township at www.meridian.mi.us in the "News" section.



Meridian Township Finds Its Next Manager

With the former Township Manager's departure in April, the Township Board sought to find a full-time replacement. 57 highly qualified candidates applied for the position, and following three interviews, the Board selected Tim Dempsey as our next Township Manager. Dempsey has extensive experience, having served as East Lansing's Deputy City Manager, Public Sector Consultants's Vice President, and Saginaw Future Incorporated's Senior Vice President.

Senior/Community Center Task Force

With the pending demolition of Chippewa Middle School, the current site of our senior center will soon be torn down. We are seeking a solution so our seniors will always have a dedicated space in our community. A task force was formed to identify locations, select amenities, and craft a proposal to present to the Board and residents in the coming months. The Township is also considering whether there is need and desire for a community center as well. Residents can attend the task force's meetings in-person or watch these televised meetings on HOMTV.

Putting Public Safety First

When the Township Board held listening sessions in 2023, the most common concern from residents was a desire for more traffic patrol. Police staffing was to blame, as officers were leaving the Township for nearby communities that offered better compensation. A similar issue also affected the Township's fire department. The Board renegotiated to offer higher pay to our first responders, and the Township is on its way to being fully staffed again. As a result, you may notice more police patrolling our roads. [Read more on pages 12 and 13.](#)

Emergency Warning Sirens

Nearly a decade ago, the Township Board embarked on a program to ensure total coverage of the Township with warning sirens. After the 2023 tornado in Williamston, the Township Board accelerated the program, and it was officially completed in 2024. Residents can rest easier knowing they will hear a warning siren when a storm is near!



Taxes, Utility Bills & Payments

Winter Taxes Due February 14, 2025 | Summer Taxes Due September 15, 2025

Scan the QR Code or visit bit.ly/MeridianBill to sign up for quick online payments.

You can pay your tax or utility bill online with no fees using EFT draws from your bank account at our website. From the Bill Payments page, log in to an existing account, create a new account, or make a one-time payment. Tax accounts can be linked to utility billing accounts using the "Manage My Accounts" link from your home screen after logging in.



The Treasurer's Office is open from 8:00 am to 5:00 pm Monday through Friday. You can drop off payments 24/7 in the white drop box in front of Meridian Township's Municipal Building. To reach us, please call 517.853.4140.

Understanding Your Bills

Pick up one of our informational handouts on your next visit to our office or find them on our website, www.meridian.mi.us/TreasurersOffice.



Assessing

Property owners receive Assessment Change Notices in February. These notices show the assessed value of a property along with the taxable value used to calculate property taxes.

Our Assessor's Review, an informal chance to discuss your assessment and ask questions, will be held on a walk-in basis on February 25 and 26. Our formal March Board of Review process will be held March 10, 11, and 12.

Clerk's Office

Meridian Township Clerk Angela Demas and the Clerk's Office thank the election inspectors for helping make sure our 2024 elections remained free, safe, and fair.

The office continues to welcome applications for election inspectors for future elections.

Meridian Township's Clerk's Office handles:

- **Election Administration**
- **FOIA Requests**
- **Record Retention**
- **Free Notary Services**

Learn more by visiting their website at www.meridian.mi.us/ClerksOffice or by calling the office at 517.853.4300.





Developments

Our Plan for Meridian Township

Meridian Township has been an active Redevelopment Ready Community through the Michigan Economic Development Corporation since 2017. As the Township transitions its development strategy, we remain committed to supporting the redevelopment of existing land. Our updated 2023 Master Plan guides our vision for development over the next 5 to 20 years.



Projects in Motion

In 2025, residents may notice developments at the following properties in Meridian Township:

1655 Haslett Road

(Mixed-use redevelopment)

2731 E. Grand River Avenue

(Proposed Starbucks)

4990 Marsh Road

(Proposed Panda Express)

4100 Okemos Road

(Delta Dental interior renovation)

1982 W. Grand River Avenue

(Schuler Books relocation)

For the current status of ongoing development projects, check out our website: www.meridian.mi.us/DevelopmentProjects.



Chief Building Official Retires

John Heckaman, Meridian Township's Chief Building Official, is retiring after serving Meridian Township for nearly 26 years.

Upon graduation from Michigan State University, John joined the Township in April 1997. In his career, John reviewed, inspected, and granted occupancy permits for many businesses, houses, and commercial projects in the Township. As a key member of the Building Division, John is known for skilled and fair code compliance while always keeping the Township's best interests at his core. With the average annual investment in Meridian Township at about 70 million dollars, John has managed the construction review and processing of over one billion dollars in local investments, helping create the community we experience today.



Are You a Local Business Owner?

Meridian Area Business Association (MABA) is the professional small business association of our region. For questions, contact Amber Clark at clark@meridian.mi.us.



Township Projects

MSU to Lake Lansing Trail Construction Continues

Phase II opened to the public on Saturday, September 14, 2024. Phase II begins at the Grand River Avenue and Campus Hill Drive intersection and concludes just south of the Okemos Road and Gaylord C. Smith Court intersection. The scenic portion of the trail that takes users along the Okemos Road Preserve was constructed using recycled asphalt millings from the Township's Local Roads Program. Scan our QR code to find a video of the construction and completion of Phase II.



The Township is currently working to acquire the land for Phase III and complete its design. Phase III will provide a trail route from Marsh Road, just south of Haslett Road, to Lake Lansing Park North. The anticipated opening of Phase III will be announced once all land has been acquired and the project is ready to proceed with construction.

Once all three phases are complete, the MSU to Lake Lansing Trail will provide residents with approximately 6.75 miles of trail system, enhancing the region's trail system by connecting to the MSU and Lansing River Trails. To learn more, scan the QR code or visit www.meridian.mi.us/TownshipProjects.



Local Roads Program

Meridian Township proposed a 10-year road millage bond on the August 2019 ballot to establish a revenue source for maintaining its 153-mile network of local roads.

Over the 10 years (2020-2029), the millage bond will invest \$35.25 million in the Township's Local Roads Program. In addition to the bond, the Township and the Ingham County Road Department collectively invest \$615,000 annually in these local roads.

In 2024, Meridian Township completed all of the road work that was scheduled for 2024, as well as some maintenance that was planned for 2025:

- **6.93 miles of road reconstruction**
- **13.04 miles of asphalt rejuvenator**





Farmers' Market

Are you missing our outdoor farmers' market? We reopen at Marketplace on the Green on Saturday, May 3! See you soon!

We Accept Food Assistance Programs!

We want our market to be accessible to everyone, regardless of financial need. Residents using the following food assistance programs can shop with us for eligible products:

- SNAP
- Double Up Food Bucks
- WIC Project Fresh
- Senior Project FRESH (also referred to as Market FRESH)

When visiting the farmers' market, visit the Market Manager's booth to learn more.

Shop Market Gifts

Help yourself or a loved one start 2025 off right with a Meridian Township Farmers' Market gift certificate (\$25 each) or tote bag (\$15 each)!

See more information about merchandise and gifts on our market's website.



2025 Farmers' Market Schedule

Saturday Indoor Market

1st, 3rd, and 5th Saturdays January through April and every Saturday from Thanksgiving to Christmas
10:00 am to 2:00 pm
Meridian Mall JCPenney Wing

Saturday Outdoor Market

Every Saturday from May until Thanksgiving
8:00 am* to 2:00 pm (10:00 am* in November)
Marketplace on the Green

Wednesday Outdoor Market

Every Wednesday from June through October
3:00 pm to 7:00 pm
Marketplace on the Green



MERIDIAN Cares Making a Difference

Meridian Cares provides Meridian Township residents facing emergency financial need with assistance from a human services specialist. The Emergency Needs Fund is also available to support residents at risk of losing their shelter or facing a utility shutoff.

How Does Meridian Cares Work?

Meridian Township residents facing emergency financial need (relating to shelter or utilities) contact the Human Services Specialist.

Resident's need is determined in a confidential intake assessment.

Federal, state, and local resources are considered for financial aid. When no aid or not enough aid is available, Meridian Cares may use its donation-based Emergency Needs Fund to financially assist the resident.

Financial assistance recommendations are made by the Human Services Specialist to the Township's Community Resource Commission for approval.

Approved financial assistance is given directly to the utility company or landlord seeking payment.

Resident stays in their home with working utilities.

Need Help?

Call Meridian Township's Human Services Specialist, Katie Love, at 517.853.4204 for a confidential call and intake assessment to determine options for your situation.

If you need assistance outside of our business hours, contact Michigan 211 by calling or texting 2-1-1.

"From the bottom of my heart, thank you so so much for saving my boys and I from a very difficult, stressful situation right before Christmas."

- Recipient of Meridian Cares Services

2024 Numbers

123 - Families supported
\$51,088.69 - Donation-based funds distributed

Your Donation Makes a Direct Difference!

Your donation of any size sustains our 100% donor funded Emergency Needs Fund. These funds will be distributed to neighbors in danger of losing their shelter or having utilities shut off.

To Donate:

Scan the QR code to give to the Meridian Cares Emergency Needs Fund via PayPal. Thank you!





Public Safety

Prioritizing Our First Responder Staffing

One of the biggest challenges in public safety is hiring qualified candidates that meet the standards set by their community. We maintain high expectations of our first responders, and these standards stay at the forefront of our hiring practices.

At the end of 2023, staffing levels in our police and fire departments were down. While the police department is authorized to staff 42 sworn officers, the active number of officers dropped to 30, and the pool of applicants dried up. The fire department faced a similar staffing shortage.

To address this concern, Police Chief Grillo and Fire Chief Hamel proposed the Meridian Township Public Safety Recruiting and Retention Program to the Township Board. This program proposed a 10% raise for all police officers and firefighters and an opportunity for a bonus for staff who were responsible for recruiting an officer or firefighter that was hired and retained. The Township Board approved the program in December 2023.

Since the program began in January 2024, the police and fire departments have welcomed former employees back, sponsored recruits or new employee trainings, and hired personnel from other agencies.

Meridian Township is making significant progress in filling its departments when many agencies struggle to do so. The fire and police departments are eternally grateful to the Township Board for supporting public safety in the Township.

Receive Alerts During Local Emergencies!

Your safety is our priority.

We've partnered with Ingham County to use Smart911 alerts. By signing up for these alerts, you can receive timely texts and emails about emergencies in our Township and neighboring communities.

Scan the QR code to sign up for Smart911 alerts related to Meridian Township and Greater Lansing.



Proactive Policing

As our population has grown, so have the number of calls for service our police officers respond to:

2009: 13,000 calls

2023: 20,000 calls

As staffing levels dwindled and calls for service went up, the ability for our department to engage in proactive policing, such as traffic enforcement and property checks, declined.

Due to increases in staffing in 2024, the department improved its level of proactive policing. Within the last year, traffic stops and citations increased by nearly three times. In 2025, we will continue to address our residents' number one concern, traffic safety.

If you have a specific concern related to traffic, please visit our Traffic Concern Form. 



Training for Our Community's Safety

Our fire department has enhanced the level of training our firefighter/paramedics receive. Each day, our personnel develop new skills in emergency medical services, the use of fire equipment, confined space rescue, extrication (pictured), and more.

Over the past year, the department has provided specialized trainings, including week-long courses for Fire Officer I and Fire Instructor I certifications.



Infrastructure Improvements

By the end of 2025, the fire department will replace two fire trucks that have been in service for 17 and 25 years. These engines will enter duty alongside a new ambulance. This will mark the department's last vehicle purchases through 2036. In addition, the fire department plans to add private dormitories at Central Fire Station to support its increase in female firefighter/paramedics.

In 2024, Meridian Township made several updates to the police department's Public Safety Building. Few improvements have been made to the facility since its construction in 1992. Upgrades included new flooring, paint, countertops, signage, workstations, and technology in key areas.





Capital Area
District Libraries
cadl.org

LEARN. IMAGINE. CONNECT.

**Come visit us at CADL
Meridian Libraries**

CADL Okemos
4321 Okemos Road
517.347.2021

CADL Haslett
1590 Franklin Street
517.339.2324



JUNE 26 - JUNE 28

- Farmers' Market
- Children's Games, Inflatables, and Rides
- Live Entertainment
- Beer & Wine Garden
- Food Trucks & Vendors
- Historical Village Tours
- Nokomis Cultural Heritage Center Activities
- Teen Night
- Cultural Art Performances

Stay tuned at www.meridian.mi.us/CelebrateMeridian!



Find Your Community!

Meridian Township's residents are involved and active. Many residents give back to the community by volunteering their time to a cause that matters to them.

With a variety of volunteering options, there is a space where every resident can be heard, share their passion, find new friends, and make positive change.

Three volunteering options are listed below. If you cannot volunteer in the Township, please consider supporting Meridian Cares, described on page 11.

Build Lasting Friendships in an Organization

In Meridian Township, there is a local volunteer group suited just for you! Make friends as a member of a historical organization, gardening and beautification group, land stewardship corps, general service organization, and more!

You can find links to local groups that are looking for new members at our website.



Provide a Day of Service at a Local Event

Residents and businesses can support community events!

Our large events, like Celebrate Meridian Festival and Meridian Pride, are made possible with the help of many volunteers.

Contact the Department of Parks and Recreation at 517.853.4600 or parks@meridian.mi.us to learn about event volunteering opportunities.



Serve on a Board or Commission

Create positive change in the Township as a board or commission member! Scan the QR code to apply.



In 2025, Zoning Board of Appeals Chair Alexia Mansour and Environmental Commission Chair Bill McConnell received the Township's Volunteer of the Year award (pictured).



Meridian Conservation Corps

In all four seasons, the Meridian Conservation Corps (MCC) is out in our community caring for our parks and preserves.

Corps volunteers, most of whom are Meridian Township residents, remove invasive species, pick up litter, collect and sow native seeds, and transplant native species back into parks and preserves. The Corps also leads educational programs on local flora, fauna, and conservation.

Need reasons to volunteer in the field?

Corps members have told us that their time out in the parks and preserves provides:

- **Much-needed breaks from screen fatigue**
- **New friendships with people in their neighborhood**
- **Immediate, natural mental health benefits**
- **Built-in physical activity**

2024 in Review

68 - Meridian Conservation Corps sign-ups

346 - Volunteers preserving local land

632.5 - Hours of volunteer stewardship

44 - Volunteer workdays completing trash cleanup, invasive species removal, vernal pool monitoring, native seed collection and processing, and native seed sowing and transplanting

Sign Up Today!

We are always welcoming new volunteers.



Find our sign up form and learn more about us at www.meridian.mi.us/mcc.





Green Meridian

Small Habits for a Greener 2025

- Be sure to clear the storm drains in your roadways in the spring and fall. If clogged, water can flood and catch pollutants, which then enter our waterways.
- Recycle! We host two recycling events each year to collect many household items before they enter the landfill. Meridian Township also offers a recycling center (operated by Reclaimed by Design) at 5976 E. Lake Drive in Haslett.
- Shop local! Choosing locally grown foods ([see Farmers' Market on page 10](#)) promotes sustainable farming and reduces emissions.

2025 Green Events

- **Green Ideas** - March 15
- **Spring Recycling Day** - April 26
- **Grow Green** - May 17
- **Green Fair** - June 21
- **Green Commuting & Eco-Tourism** - July 19
- **Fall Electronics Recycling Day** - September 20



Visit www.meridian.mi.us/Calendar for details.

Glean and Grow!

The Meridian Township Farmers' Market's Home Garden Program will soon be open to all interested gardeners.

Prevent food waste and support neighbors in need by donating extra garden produce.

More details will be available in May.

Green Grants

We are accepting proposals for our 2025 Green Grant program!

These grants support schools, businesses, congregations, and organizations in developing green infrastructure or education in our community.



Learn more at:
meridian.mi.us/GreenMeridian.

Mud Lake by Sam Lovall

Partially funded by Green Grants, this book shares tales about Haslett in the 1960s with reflections on its woodlands, wetlands, circular energy, and climate change.

Available through ELI Press, Amazon, and local libraries.





Parks and Recreation

Save the Date for Our Popular Events

- **May 31** - Meridian Pride
- **June 4** - Summer Concert Series Begins
- **June 26 - 28** - Celebrate Meridian Festival

Why Local Families Choose Our Leagues

With many options for youth sports, local families have many reasons to sprint to our leagues:

- Lower registration fees
- No travel required
- Fundamental skill-building ahead of travel leagues
- Local sites, less time commitment
- Flexibility to participate in more than one sport

We offer leagues in soccer, softball, t-ball, baseball, basketball, flag football, and Sporties for Shorties throughout the year!

Find more information about our youth sports programs at our website or call us at 517.853.4600.



Learn more about our programs at our website, or call our office at 517.853.4600.



Looking to Sponsor Local Events?

Flip to the back cover for information on our 2025 event sponsorship opportunities.



Facility Rentals

Gatherings in the parks make for great memories. We offer rentals at eight pavilions at a rate of \$100 for residents and \$200 for non-residents (excludes Marketplace on the Green, which has higher rates). Rental time blocks include 8:00 am to 3:00 pm or 4:00 pm to 9:30 pm (dusk). Scan the QR code to find our selection of pavilions, usage fees, and park amenities.



Join a Dog Park Community

Our centrally located, off-leash small (30 pounds and under) and large (30 pounds and over) dog parks mean your pups have a perfect hangout spot!

Membership fees: (first dog/additional dogs)

- Residents - \$20/\$15
- Non-Residents - \$35/\$20

Dog park membership, which requires a valid dog license and proof of rabies vaccine, is required for park access.

To register and learn more, visit our website at www.meridian.mi.us/DogParks.



Towner Road Pickleball

Learn to play pickleball this summer!

Sally Hudgins (IPTPA, L1, L2, CR5) and Sandy Sweckard (IPTPA, L1) coordinate pickleball classes and open play at Towner Park, at 2055 Towner Road in Haslett.

Class registrations and open play will be posted by April 1, 2025. All fees will be collected at class. For updates, follow Towner Road Pickleball on Facebook.

To contact Hudgins and Sweckard, email townerpickleball@gmail.com, or call 517.230.0388 (Hudgins) or 517.420.7048 (Sweckard).



Don't Miss a Single Moment!

Make sure you hear about our registration deadlines and program offerings each month with a subscription to our eNewsletter, The Playbook!

Subscribe at the provided QR code or bit.ly/SignUpMTwpNewsletters to learn about our events, programs, and more!





Harris Nature Center

Need Native Plants?

Enhance your gardens by shopping at our native plant sales on May 3 and October 4!

Sensory-Friendly Nights

HNC invites families with members who have sensory processing needs to a free, special after-hours evening. Participants are encouraged to explore the HNC social story and virtual tours of the building and grounds before arriving.

Surrounded by 200 acres of forest and meadows and nestled against the beautiful Red Cedar River, the Harris Nature Center (3998 Van Atta Road, Okemos) provides wonderful opportunities for all ages to explore trails, discover wildlife, and enjoy the wondrous colors of nature each season.

To find and register for our programs, visit our website at www.meridian.mi.us/HNC!



Adventure Awaits in 2025

Dogs and Coffee

Enjoy a guided morning walk in the woods with your two best friends, dogs and coffee!

Nature for Toddlers

Enjoy fun and engaging nature experiences at HNC with your toddler in this 4-week class.

Bees and Beyond

Join the Center of Michigan Beekeepers (COMB) to learn more about bees and other pollinators that help our earth flourish.

Wine in the Woods

Bring your favorite beverage and friends for a walk in the woods and an evening campfire.

Spring and Fall Gardening with Native Plants

Make gardening easier with native plants! Learn how at one of our classes.

Visit our website to find dates, times, and pricing for these and other events.



Nokomis Cultural Heritage Center

5153 Marsh Road, Okemos

One of mid-Michigan's hidden gems, Nokomis Cultural Heritage Center preserves and presents the culture of the Three Fires, or Anishinaabe, peoples - the Ojibwe, Odawa, and Potawatomi nations.

Spend time in the center's gallery room, classroom, library, gift shop, or the new Three Sisters Garden, immersed in the culture of our region's native peoples. The center frequently holds engaging programs, classes, and special events for the public.

Nokomis Cultural Heritage Center is open to the public on Fridays and Saturdays from 10:00 am to 4:00 pm. Learn more at www.nokomis.org or call 517.349.5777.



Meridian Senior Center

4000 North Okemos Road, Okemos

This welcoming community for Meridian Township residents age 55 and over provides enrichment programs and activities! With a variety of programs and class opportunities, you can form special friendships, build new skills, and make many memories.

To learn more about upcoming events and current programs, scan the QR code, visit meridianseniorcenter.weebly.com, or call the senior center at 517.706.5045.

To learn about the ongoing Senior/Community Center project, [see page 6](#).



Meridian Historical Village

5151 Marsh Road, Okemos

This picturesque village fosters an appreciation of local history with a speaker series, summer day camp, and special events each year.

The village also hosts field trips and rentals, including wedding ceremonies, throughout the year.

To learn more or to contact the Friends of Historic Meridian, the village's volunteer-driven organization, visit www.meridianhistoricalvillage.org or call 517.347.7300.

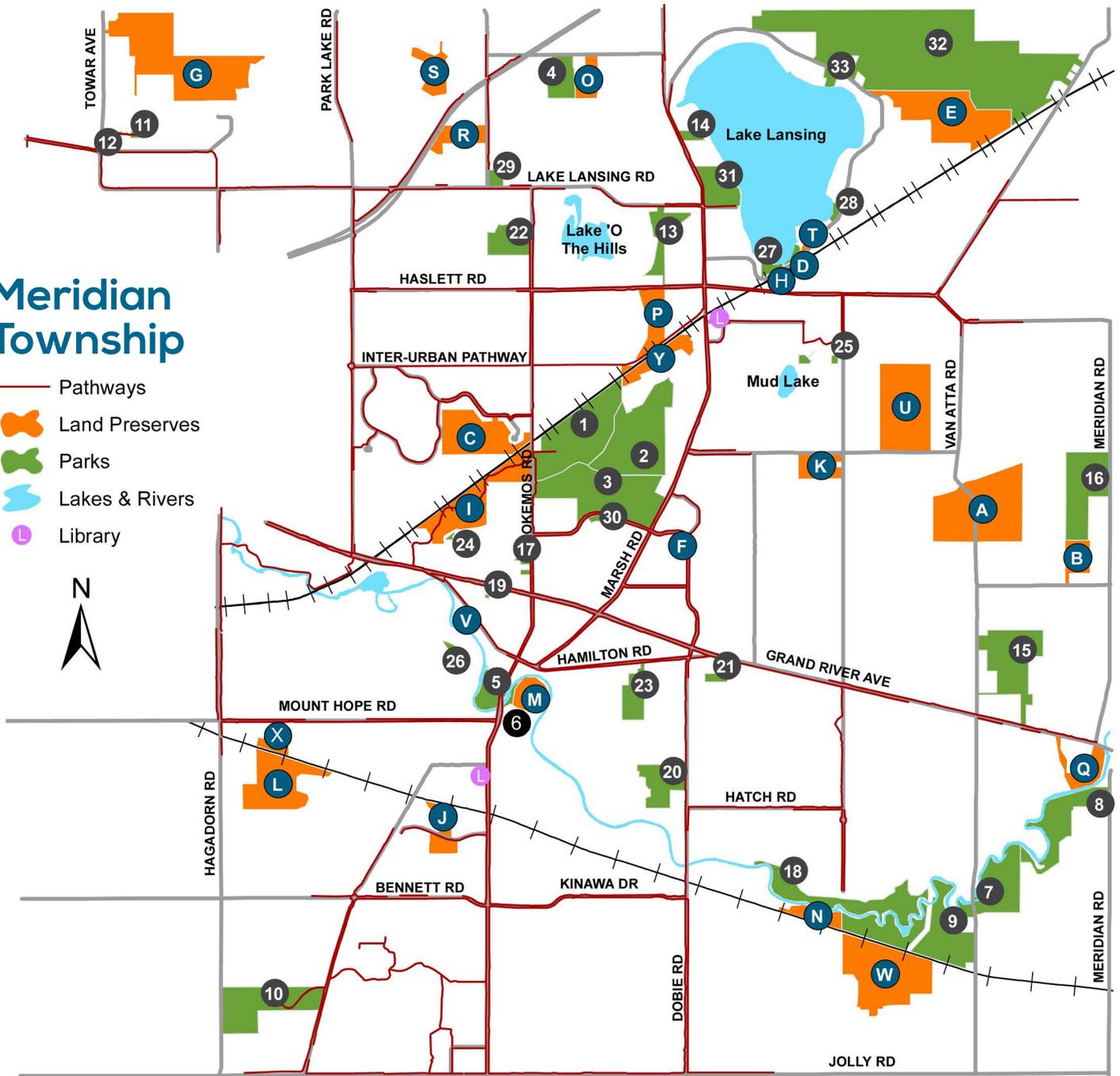


Discover New Places

At One of Our 50 Parks and Land Preserves

Meridian Township

-  Pathways
-  Land Preserves
-  Parks
-  Lakes & Rivers
-  Library



Meridian Township Land Preserves (see parks on next page)

- | | | |
|--------------------------------------|--|---------------------------------|
| A Davis/Foster Preserve | J Sower Woods Preserve | S Glacial Ridge Preserve |
| B Foster-Crouse Preserve | K Cornell Wetland Preserve | T Tank Wetland |
| C Hubbel Preserve | L Heron Creek Preserve | U Tihart Preserve |
| D Kuzma Preserve | M Sumbal Preserve | V Mandenberg Woods |
| E Lake Lansing North Preserve | N Red Cedar Glen Preserve | W Ponderosa Preserve |
| F Newman Equities Preserve | O Towner Wetland Preserve | X Serafine Preserve |
| G Towar Woods Preserve | P Inter-Urban Wetland Preserve | Y Nemoke Preserve |
| H Pike Crossing Preserve | Q Red Cedar River East Preserve | |
| I Okemos Road Preserve | R Forest Grove Preserve | |

Park Amenities Table

		Acreage	MDNR ADA Rating	Parking	Trails (N-natural P-paved)	Natural Area with No Amenities	Lake Pond River Drain Wetland	Restrooms	Pavilion Building(s) with set hours	Drinking Fountain	Electricity	Grill(s)	Picnic Area(s)	Fishing Access	Fishing Dock	Canoe Kayak Launch	Boat Launch	River Pond Wetland Overlook Deck	Play Equipment	Nature Exploration Area	Story Book Trail	Soccer Football LaCrosse Fields	Baseball Softball Diamonds	Basketball Court	Pickleball Court Tennis Court	Sand Volleyball Court	Sledding Hill Pump Track	Horseshoe Pits Gaga Ball	Fitness Equipment Dog Park	Open Space for Activities				
1	Nancy Moore Park 1960 Gaylord C. Smith Ct Parks & Recreation Office	40	3	X	N/P		D	X	P	X	X	X	X	X					X	X		X	X	X										
2	Central Park 5151 Marsh Rd Meridian Historical Village Nokomis Learning Center	197	3	X	N/P		P	X	P	X	X	X	X	X				X	X			X	X	X			HP							
3	Central Park South 1990 Central Park Dr	15	3	X	N/P		P					X	X	X															DP					
4	Towner Road Park 2055 Towner Rd	23.6	1	X	P			X	P		X	X	X									X	X		P									
5	Woruch Park 4555 Okemos Rd	15	3	X	P		R	X	P	X	X	X	X																	FE	X			
6	Ferguson Park 4540 Okemos Rd	5.7	2	X			R	X		X	X	X	X	X																				
7	Harris Nature Center 3998 Van Atta Rd	48.4	4	X	N/P		R	X	B	X	X	X	X	X				X																
8	Eastgate Park 4203 S. Meridian Rd	53.1	3	X	N		R					X	X	X																PT	X			
9	Legg Park 3891 Van Atta Rd	103	3	X	N		R		P			X																						
10	Hartwick Park 3685 Hulett Rd	60.7	2	X	N/P		P	X	P	X	X	X	X					X	X			X	X											
11	Tower Park 6166 Pollard Ave	4	2	X								X											X											
12	Snell-Towner Recreation Center 6146 Porter Ave	25.4	3	X	N		D					X	X									X	X	P/T										
13	Hillbrook Park 1747 Lake Lansing Rd	5	4	X								X	X																					
14	Marshall Park 6105 Marsh Rd	74	2	X	N		W					X	X					X																
15	Ted Black Woods 540 Grand River Ave 4714 Van Atta Rd	60	3	X	N			X		X	X	X	X																					
16	North Meridian Road Park 5191 N. Meridian Rd	3	2				D					X	X																					
17	Ottawa Hills Park 4980 Hillcrest Ave	56	1				R					X											X											
18	Red Cedar Natural Area 1455 Oscoda Rd	0.33	4									X	X																					
19	Cedar Bend Hights Nghbrhd Ptk 2280 Kenmore Dr	34	1		N							X	X																					
20	Sander Farm Preserved Natural Area 4344 Dobie Rd	4	1		N																													
21	Forest Hills Park 4625 Northview Dr	22.1	2	X	N		W																											
22	Bratton Woods 5851 Okemos Rd	22	1		N													X																
23	Tacoma Hills Park 1815 Hamilton Rd	1	1																															
24	Schriener Park 5039 Algonquin Way	1.3	4							X																								
25	Orlando Park 1275 Orlando Dr	3	1																															
26	Indian Hills Park 4730 Nakoma Dr	46	1				L																											
27	Lake Lansing Marsh 1430 Lake Dr	3.3	1				L																											
28	Spengler Marsh 5929 Lake Dr	5	2	X																														
29	Newton Road Park 6024 Newton Rd, East Lansing	2.43	4	X				X	P	X	X																							
30	Marketplace on the Green 1995 Central Park Dr	30	X	X			L	X	X	X	X	X	X	X																				
31	Lake Lansing Park South (Ingham County Park)	530	X	N			L	X	X	X	X	X	X	X																				
32	Lake Lansing Park North (Ingham County Park)						L	X	X	X	X	X	X	X																				
33	Lake Lansing Park Boat Launch (Ingham County)						L	X	X	X	X	X	X	X																				

Find our Park Amenities Table PDF at bit.ly/MTwpParkAmenities





5151 Marsh Road
Okemos, MI 48864

Stay Connected Through 2025

Find Us on Social Media!

You can find Meridian Township and some of its departments on Facebook, Instagram, Nextdoor, X, LinkedIn, and YouTube!

Follow us to stay updated about special events, construction projects, local news, and more!

Scan the QR code to find a complete list of our social media pages.



eNewsletters

Stay informed with regular updates delivered to your inbox!

Residents can subscribe to two monthly email newsletters: the Meridian Happenings, which covers local news, and The Playbook, which highlights recreational programs and events. Scan the QR code to subscribe to these eNewsletters.



Event Sponsorships Available!

Gain brand exposure for your organization or business throughout 2025!

Our Parks & Recreation Department offers sponsorship packages for the entire year of events, including our Celebrate Meridian Festival, Summer Concert Series, and more!

Find out about how you can amplify your community presence and apply by reading our Sponsorship Opportunities booklet!



DEADLINE TO APPLY IS APRIL 1, 2025





Communications
Commission

Finance



Communications
Commission

HOMTV Internship/Alumni



12G.

To: Communications Commission
From: Danneisha McDole, Multimedia Production and Operations Specialist
Date: March 20, 2025
Re: HOMTV Internship/Alumni

The Spring 2025 semester officially started on January 24th. We have Olivia Rosbolt, our Multimedia Production intern. She successfully completed her two-week training period and has gotten started on special assignments and projects. She produced and edited an HOM Entertainment episode to cover Broadway show, Life of Pi. As well as creating a Fall 2025 application recruitment video. She is currently working on her independent project where she will create blog posts of local businesses of the Township.

We also started the process of interviewing for our Summer 2025 semester and we're looking to add one Multimedia Journalist intern and one additional Multimedia Production intern, alongside Olivia joining us again for the summer semester. We're looking to include a HOMTV podcast, Township Board in Action as well as bringing back Good Morning, Meridian to bring even more content for future semesters.



Communications
Commission

Broadband Update