



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
REGULAR MEETING
March 10, 2026 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. December 17, 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. Chair and Vice Chair Appointments
9. DISCUSSION ITEMS
 - A. Communications Commission Goals
10. COMMUNICATIONS
 - A. Compliments/Complaints
 - B. Correspondences
11. REPORTS
 - A. Video Service Provider(s)
 - B. Programming
 - C. Social Media
 - D. Promotions/Publications
 - E. Finance
 - F. HOMTV Internship/Alumni
 - G. Broadband
12. PUBLIC REMARKS
13. ADJOURNMENT

NEXT MEETING DATE: Wednesday, June 24, 2026

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, December 17, 2025 | 6:00 pm

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

1. **CALL MEETING TO ORDER**

Chair Whiting Dobson called the meeting to order at **6:07 pm**

2. **PUBLIC REMARKS**

None.

4. **APPROVAL OF AGENDA**

Commissioner Charles moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner English.

VOICE VOTE: Motion carried unanimously.

5. **APPROVAL OF MINUTES**

Commissioner Charles moved **TO APPROVE THE MINUTES FOR WEDNESDAY, SEPTEMBER 24, 2025 REGULAR MEETING**. Seconded by Commissioner Nevells.

VOICE VOTE: Motion carried unanimously.

6. **COMMUNICATIONS MANAGER REPORT**

Manager Diehl went over the 4th quarter manager report.

7. **COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS**

Communications Chair: None.

Township Board Liaison: None.

Commissioners Report: None.

8. **ACTION ITEMS**

A. 2026 Communications Commission Meeting Schedule

Manager Diehl presented the proposed 2026 meeting scheduled. Chair Whiting Dobson stated that the March 2026 meeting date might be an issue, so she proposed an earlier date. The Commissioners agreed and Manager Diehl will amend the schedule.

Commissioner Nevells **MOVED TO APPROVE THE 2026 COMMUNICATIONS COMMISSION MEETING SCHEDULE AS AMENDED.** Seconded by Commissioner English.

9. DISCUSSION ITEMS

A. Communications Commission Applications

Manager Diehl asked the Commission to consider two applicants who applied for the Communications Commission. Chair Whiting Dobson suggested inviting them to a future meeting. Manager Diehl then suggested she reach out to see if they're still interested before inviting them to a meeting.

B. Communications Commission Goals

Manager Diehl asked the Commission to think about what goals they want to accomplish in 2026. Manager Diehl brought up finding additional revenue sources for HOMTV due to the decreasing amount of PEG and franchise fees. The decrease in funds will impact the ability to buy future video production equipment.

Commissioner Nevells asked how other municipalities are handling the decrease in fees as well and was wondering how we can fundraise. He wasn't sure what could be done since HOMTV and the Commission are part of the township.

Chair Whiting Dobson asked if there were any grants we could apply for. Manager Diehl brought up advertising in podcasts or magazines as an option. It was suggested that we talk to other organizations to see how they are being funded.

The three goals decided on for 2026 were: review the Commission's policies and procedures to modernize their scope of work, create a plan and sponsorship packet to use for potential fundraising, and create opportunities for Okemos and Haslett High School students to engage with HOTMV.

10. COMMUNICATIONS

A. Compliments/Complaints

None.

B. Correspondences

None.

11. REPORTS

A. Video Service Provider(s)

None.

B. Programming

None.

C. Website & Social Media

None.

D. Promotions/Publications

None.

E. Finance

None.

F. HOMTV Internship/Alumni

None.

G. Broadband

None.

12. PUBLIC REMARKS

None.

13. ADJOURNMENT

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

VOICE VOTE: Motion carried unanimously.

Chair Whiting Dobson adjourned the meeting at 7:15 pm.



Communications
Commission

COMMUNICATIONS MANAGER REPORT



**Communications Department
1st Quarter Report
January-March 2026**

Meridian Township Website Redesign Project

The newly redesigned Meridian Township website launched on March 3, 2026. This project began in May 2025 and is now complete. The website was originally supposed to launch in December 2025, but staff needed more time to complete the work. This project was completed by Specialist Skiver and me.

EditShare Equipment Update:

We are installing new EditShare equipment. EditShare is the video storage system we use to store all current and past HOMTV programming. The original system was purchased in 2018 but has been deemed end-of-life, so replacement equipment is being installed.

This is being paid from the PEG fee account and totals \$101,046. This equipment is expected to last 8 years before replacement is recommended.

The upgraded system will enable cloud access to footage while also improving the speed of exporting and importing. Because of this new equipment, we will be able to restart the HOMTV digitization project.

2026 Prime Meridian Magazine:

We are actively working on the 2026 Prime Meridian Magazine. We normally send this out in late February or early March, but it was pushed back due to the website redesign. We are still collecting information from other departments, but once we have completed that step, we hope to mail it to the public in mid-April.

Marketing and Communications:

Planning is underway for our summer 2026 events and will pick up over the next three months.

Internship

We are currently hiring two interns for the summer 2026 internship. We received 37 applications and are currently going through them to narrow down who we want to interview. The summer semester will run from May to August.

Due to budget cuts to our internship line in 2026, we can only hire two summer interns. Because of this, we will be combining the former HOMTV internship and marketing internship into one position. The interns will learn about video production while also assisting with marketing and website efforts.

2025 PEG and Franchise Fee Numbers:

Attached to the end of this report will be the 2020-2025 PEG and franchise fee numbers. We experienced a 12% decrease from 2024 to 2025, the same as the decrease we saw from 2023-2024.

Comcast and AT&T PEG Fees (2020-2025)

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
2025	\$21,556.38	\$20,796.38	\$19,812.88	\$19,190.81	\$81,356.45

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
2025	\$2,110.69	\$2,001.47	\$2,014.94	\$1,923.53	\$8,050.63

Total PEG Fees (2020-2025)
\$696,955.36

Comcast/AT&T Combined	Total	Amount Decrease	% Decrease
2020	\$133,298.92		
2021	\$128,800.72	\$4,498.20	3.4% decrease from 2020-2021
2022	\$127,228.52	\$1,572.20	1.2% decrease from 2021-2022
2023	\$116,065.41	\$11,163.11	8.8 % decrease from 2022-2023
2024	\$102,154.71	\$13,910.70	12% decrease from 2023-2024
2025	\$89,407.08	\$12,747.63	

2025 Estimate	\$89,900	12% decrease
---------------	----------	--------------

Comcast and AT&T Franchise Fees (2020-2025)

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
2025	\$107,782.07	\$103,981.68	\$99,064.12	\$95,954.65	\$406,782.52

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
2025	\$5,276.75	\$5,003.64	\$5,035.94	\$4,808.81	\$20,125.14

Total Franchise Fees (2020-2025)
\$3,253,956.95

Comcast and AT&T Combined	Total	Amount Decrease	% Decrease
2020	\$603,995.41		
2021	\$594,391.88	\$9,603.53	2% decrease from 2020-2021
2022	\$595,026.40	(\$634.52)	Slight increase
2023	\$548,496.53	\$46,529.87	7.8 % decrease from 2022-2023
2024	\$485,139.07	\$63,357.46	11.5 % decrease from 2023-2024
2025	\$426,907.66	\$58,231.41	

2025 Estimate	\$426,900	12% decrease
---------------	-----------	--------------



Communications
Commission

Commission Members Reports & Announcements



Communications
Commission

Action Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 8, 2026
Re: Chair and Vice Chair Appointments

According to Rule 4 of the Communications Commission Rules and Procedures, a new Chair and Vice Chair must be selected at the last or first regular meeting in a calendar year. Since we did not select a new chair at the 2025 meeting, we must take action at this one.

The same chair and vice chair who served in 2025 are welcome to serve again, if that's what the Commission chooses.

The Communications Commission MOVES TO APPROVE _____ AS THE COMMUNICATIONS COMMISSION CHAIR FOR THE 2026 CALENDAR YEAR.

The Communications Commission ALSO MOVE TO APPROVE _____ AS THE COMMUNICATIONS COMMISSION VICE CHAIR FOR THE 2026 CALENDAR YEAR.



Communications
Commission

Discussion Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: March 10, 2010
Re: Communications Commission Goals

At the December 17, 2025 regular meeting, the Communications Commission set three goals for 2026:

- Goal #1: Review the Communications Commission Rules and Procedures and mission statement to modernize the Commission's scope.
- Goal #2: Create a plan and sponsorship brochure to use for potential HOMTV fundraising.
- Goal #3: Create opportunities to engage Okemos High School and Haslett High School students with HOMTV.

Each goal was touched on briefly at the December 17 meeting, but Manager Diehl would like to discuss them further.



Communications
Commission

Compliments/ Complaints



Communications
Commission

Video Service Provider



Communications
Commission

Programming



Communications
Commission

Website Analytics



Communications
Commission

Publications/ Promotions



Communications
Commission

Finance



Communications
Commission

HOMTV Internship/Alumni



Communications
Commission

Broadband Update