



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
REGULAR MEETING
September 24, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. March 26, 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
9. DISCUSSION ITEMS
 - A. Communications Commission Applications
 - B. Communications Commission Goals
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. Social Media
 - i. Social Media Analytics
 - D. Promotions/Publications
 - E. Finance
 - F. HOMTV Internship/Alumni
 - G. Broadband
12. PUBLIC REMARKS
13. ADJOURNMENT
14. **NEXT MEETING DATE: December 17, 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 **APPROVED** Minutes
Wednesday, March 26, 2025 | 6:00 pm

PRESENT: Commissioner (Chair) Lisa Whiting Dobson (virtually; ADA waiver signed with Meridian Township HR Department); Commissioner Mike Nevells;
Commissioner Amol Pavangadkar; Commission (Vice Chair) Leslie Charles
ABSENT: None
STAFF: Samantha Diehl, Communications Manager; Tim Dempsey, Township 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 Pavangadkar moved **TO APPROVE THE AGENDA AS SUBMITTED.**
Seconded by Commissioner Nevells.

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 Pavangadkar.

VOICE VOTE: Motion carried unanimously.

6. **COMMUNICATIONS MANAGER REPORT**

Manager Diehl went over the 1st quarter manager's report.

Manager Diehl informed the Commission that the Prime Meridian Magazine was sent to all residents in early March.

Manager Diehl went over the PEG and Franchise Fees collected in 2024.

Manager Diehl went over the list of events they marketed in the first quarter.

Manager Diehl discussed the Township's media partnership with WLNS to help promote multiple Township events.

7. **COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS**

Communications Chair: Chair Whiting Dobson did not have a report to share.

Township Board Liaison: Clerk Demas informed the Commission that there may be two elections in 2025, but nothing is solidified yet. She stated that the Board may put a millage on the ballot.

Commissioners Report: Commissioner Nevells went over the Communications Commission Rules and Procedures to provide potential edits but would like more time to look it over.

8. **ACTION ITEMS**

A. HOMTV Operating Policies Update

Manager Diehl provided the Communications Commission with an update to the HOMTV Operating Policies for them to approve. The last update to the policy was in 2020.

Commissioner Nevells **MOVED TO APPROVE THE HOMTV OPERATING POLICIES AS PRESENTED**. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously.

B. Megan English Application

Megan English applied for a vacant position on the Communications Commission. Megan was in attendance at the meeting and spoke about her experience and reason for joining the Commission.

Commissioner Charles **MOVED TO RECOMMEND THE APPOINTMENT OF MEGAN ENGLISH TO THE ROLE OF COMMUNICATIONS COMMISSION MEMBER, WITH A TERM ENDING ON DECEMBER 31, 2026**. Seconded by Commissioner Nevells.

VOICE VOTE: Motion carried unanimously.

9. **DISCUSSION ITEMS**

A. Universal Connectivity in Meridian Township

Commissioner Pavangadkar asked what broadband actions were happening at Ingham County.

Manager Dempsey informed the Commission that two internet providers reached out to the Township about approving their application. He said that the County is not applying for broadband funding but is leaving it up to the internet service providers (ISP) to apply. Frontier and Peninsula Fiber Network, LLC are the two applicants who applied.

Commissioner Nevells brought up the possibility of providing financial assistance to people who can't afford their cable or internet. Manager Diehl and Chair Whiting Dobson discussed Meridian Cares and how their emergency needs fund does not cover cable or internet bills. Manager Diehl shared that Human Services Specialist Katie Love has spoken to residents who need assistance with their bills.

Chair Whiting Dobson asked what comes next. Manager Diehl said she would speak with Katie Love to see what ideas she has.

B. Communications Commission Policies and Procedures Review

Commissioner Nevells went over the Communications Commission Rules and Procedures to provide potential edits but would like more time to look it over.

10. COMMUNICATIONS

A. Compliments/Complaints

None.

B. Correspondences

None.

11. REPORTS

A. Video Service Provider(s)

None.

B. Programming

The Community and Senior Center Task Force meetings have concluded, so there will be no more televised meeting coverage.

C. Website & Social Media

None.

D. Promotions/Publications

Manager Diehl discussed the Prime Meridian Magazine and how much it cost (\$17,800).

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 Nevells.

VOICE VOTE: Motion carried unanimously.

Chair Whiting Dobson adjourned the meeting at 6:51 pm.



Communications
Commission

COMMUNICATIONS MANAGER REPORT



**Communications Department
Manager Report
2nd Quarter (April-June)**

Summer Season Events

May and June consistently represent the department's busiest period, as Celebrate Meridian, Juneteenth, and Meridian Pride all occur within this timeframe. Alongside these "Big Three" events, the department actively promotes the weekly Farmers' Market, Summer Concert Series, and other activities organized by the Parks and Recreation Department.

To broaden the reach of Township events, the Communications and Parks and Recreation Departments partnered with WLNS. This collaboration has resulted in higher attendance at Township events.

Basic PIO Certification for Communications Manager

In May 2025, Manager Diehl completed the Public Information Basics course through FEMA's National Disaster and Emergency Management University. The next step is the Advanced Public Information Officer course, which Manager Diehl is scheduled to attend in 2026.

Comcast Franchise Renewal Agreement

Meridian Township currently maintains two franchise agreements, one with Comcast and one with AT&T, each renewed every 10 years. The AT&T agreement, signed on April 9, 2018, will be up for renewal in 2028. The Comcast agreement, signed on June 9, 2015, was set to expire in 2025.

When a video provider uses public rights-of-way to deliver services to residents, they must pay the Township both a franchise fee and a Public, Education, and Government (PEG) fee. The percentage paid is outlined in the agreement, with the total amount determined by the number of cable subscribers in the service area.

Under the current agreement, Comcast pays 5% of its gross revenue as franchise fees and 1% as PEG fees. PEG fees collected by the Township can be used only for capital expenses related to HOMTV, the Township's PEG channel, while franchise fees may be used for any Township-related expense.

For the 2025 renewal, staff and attorneys recommend approving the agreement with a 5% franchise fee and a 1% PEG fee. The proposed terms mirror the existing agreement and comply with statutory requirements. This agreement will remain in effect until 2035 and is attached at the end of this report.

Marketing and Communications

Below is a list of the events the Communications Department helped to promote in the second quarter:

- Summer Concert Series
- Farmers' Market
- Celebrate Meridian Block Party
- Celebrate Teen Night
- Juneteenth Celebration
- Meridian Pride
- Sensory-Friendly Night at the Harris Nature Center
- Flashlight Easter Egg Hunt
- Spring Recycling Day



**Communications Department
Manager Report
2nd Quarter (April-June)**

- Spring Native Plant Sale
- Victorian Tea in the Village
- Meridian Garden Club Spring Plant Sale
- Memorial Day Tribute
- Motivated by Nature Run/Walk Fundraiser for the Harris Nature Center
- Cops and Bobbers Fishing Derby
- Mom to Mom & Kid to Kid Sale
- Township Board Listening Session
- New Fire Truck Push-In Ceremony
- Energy Fair
- Team Puzzle Competition
- Meridian Historical Village Speaker Series

INSTRUCTIONS FOR UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Pursuant to 2006 Public Act 480, MCL 484.3301 *et seq.*, any Video Service Provider seeking to provide video service in one or more service areas in the state of Michigan after January 30, 2007, shall file an application for a Uniform Video Service Local Franchise Agreement with the Local Unit of Government ("Franchising Entity") that the Provider wishes to service. Pursuant to Section 2(2) of 2006 PA 480, "Except as otherwise provided by this Act, a person shall not provide video services in any local unit of government without first obtaining a uniform video service local franchise as provided under Section 3." Procedures applicable to incumbent video service providers are set forth below.

As of the effective date (January 1, 2007) of the Act, no existing franchise agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the agreement. The incumbent video Provider, at its option, may continue to provide video services to the Franchising Entity by electing to do one of the following:

1. Terminate the existing franchise agreement before the expiration date of the agreement and enter into a new franchise under a uniform video service local franchise agreement.
2. Continue under the existing franchise agreement amended to include only those provisions required under a uniform video service local franchise.
3. Continue to operate under the terms of an expired franchise until a uniform video service local franchise agreement takes effect. An incumbent video Provider with an expired franchise on the effective date has 120 days after the effective date of the Act to file for a uniform video service local franchise agreement.

On the effective date (January 1, 2007) of the Act, any provisions of an existing Franchise that are inconsistent with or in addition to the provisions of a uniform video service local Franchise Agreement are unreasonable and unenforceable by the Franchising Entity.

If, at a subsequent date, the Provider would like to provide video service to an additional Local Unit of Government, the Provider must file an additional application with that Local Unit of Government.

The forms shall meet the following requirements:

- The Provider must complete both the "Uniform Video Service Local Franchise Agreement" and "Attachment 1 - Uniform Video Service Local Franchise Agreement" forms if they are seeking a new/renewed Franchise Agreement, and send the forms by mail (certified, registered, first-class, return receipt requested, or by a nationally recognized overnight delivery service) to the appropriate Franchising Entity. Until otherwise officially notified by the Franchising Entity, the forms shall be sent to the Clerk or any official with the responsibilities or functions of the Clerk in the Franchising Entity. "**Attachment 2 - Uniform Video Service Local Franchise Agreement**" is not required to be filed at this time *unless it is being used regarding amendments, terminations, or transfers pertaining to an existing Uniform Video Service Local Franchise Agreement.* (Refer to Sections X to XII of the Agreement, as well as Section 3(4-6) of the Act.)
- Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**
 1. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:

"[insert PROVIDER'S NAME]
[CONFIDENTIAL INFORMATION]"

2. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a

FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.

3. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

- Responses to all questions must be provided and must be amended appropriately when changes occur.
- All responses must be printed out, typed, signed/dated (where appropriate), and mailed (certified, registered, first class, return receipt requested, or by a national recognized overnight delivery service) to the appropriate party.
- The Agreement and Attachments are templates. Tab through the documents and fill in as appropriate, use the appropriate "dropdown box" (City/Village/Township) when indicated.
- For sections that need explanation, if the Provider runs out of space, the Provider should then submit the application with typed attachments that are clearly identified.
- The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by this Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the franchise agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- A Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under this subsection, the franchise agreement shall be considered complete and the Franchise Agreement approved. The Provider shall notify both the Franchising Entity and the Michigan Public Service Commission of such an approved and completed Agreement by completing **Attachment 3 - Uniform Video Service Local Franchise Agreement**.
- For changes to an existing Uniform Video Service Local Franchise Agreement (amendments, transfers, or terminations), the Provider must complete the "**Attachment 2 - Uniform Video Service Local Franchising Entity**" form, and send the form to the appropriate Franchising Entity.
- For information that is to be submitted to the Michigan Public Service Commission, please use the following address:

Michigan Public Service Commission
Attn: Video Franchising
6545 Mercantile Way
P.O. Box 30221
Lansing, MI 48909

Fax: (517) 284-8200

Questions should be directed to the Telecommunications Division, Michigan Public Service Commission at (517) 284-8190.

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.*, (the "Act") by and between Meridian Township, a Michigan municipal corporation (the "Franchising Entity"), and Comcast of Michigan III, Inc., a Delaware Corporation doing business as Comcast.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that term as defined in 47 USC 522(5).
- B. "Cable Service" means that term as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the

permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.
 - iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services,

- capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
- iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
 - F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
 - G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
 - H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
 - I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
 - J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
 - K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount 1 %) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 1 % of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is % of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
 "[insert PROVIDER'S NAME]
 [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

If to the Provider:
(must provide street address)

Meridian Township:

5151 Marsh Road
Okemos, MI 48864

Attn: Angela Demas
Fax No.:

1.
41112 Concept Dr.
Plymouth, MI 48170

Attn: VP of Government Affairs

Fax No.: 734-892-2159

2.
2605 Circle 75 Pkwy SE
Atlanta, GA 30339

Attn: Sr. Vice President, Government Relations

3.
One Comcast Center
Philadelphia, PA 19103

Attn: Government Affairs Department

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

- A. Governing Law. This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.
- C. Counterparts. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. Power to Enter. Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

Meridian Township, a Michigan Municipal Corporation

Comcast of Michigan III, Inc., a Delaware Corporation doing business as Comcast.

By [Signature]
Print Name Scott Hendrickson
Title Supervisor
Address 5151 Marsh Road
Oakman, MI 48864
City, State, Zip
Phone 517-853-4000
Fax
Email hendrickson@meridian.mi.us

By [Signature]
Print Name Craig D'Agostini
Title Vice President of Government and Regulatory Affairs
Address 41112 Concept Drive
Plymouth, MI 48170
City, State, Zip
Phone 734 359-2240
Fax 734-892-2159
Email Craig_D'agostini@cable.comcast.com

FRANCHISE AGREEMENT (Franchising Entity to Complete)

Date submitted: 5/3/25
Date completed and approved: 6/17/25

date received
date approved

ATTACHMENT 1

**UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT
(Pursuant To 2006 Public Act 480)
(Form must be typed)**

Date: April 28, 2025		
Applicant's Name: Comcast of Michigan III, Inc.		
Address 1: 41112 Concept Dr.		
Address 2		Phone: 248-233-4700
City: Plymouth	State: MI	Zip: 48170
Federal I.D. No. (FEIN): 72-0634942		

Company executive officers:

Name(s): Craig D'Agostini
Title(s): Vice President of Government and Regulatory Affairs

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Ben Miller		
Title: Director, Government & Regulatory Affairs		
Address: 1401 E. Miller Rd., Lansing, MI 48911		
Phone: (517) 930-6771	Fax:	Email: Benjamin_Miller4@comcast.com

Name: Matt Kelley		
Title: Director, Government Affairs		
Address: 720 Taylor St., Ft. Wayne, IN 46802		
Phone: 317-771-2104	Fax:	Email: Matthew_Kelley@cable.comcast.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

As an incumbent provider, Comcast, is satisfying this requirement by allowing a franchising entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise entered before the effective date of this act.

[Option A: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[Option B: for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[Option C: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

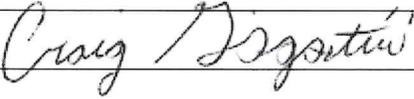
Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date:

For All Applications:

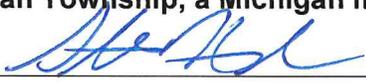
**Verification
(Provider)**

I, Craig D'Agostini, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Craig D'Agostini, Vice President of Government & Regulatory Affairs	
Signature: 	Date: April 28, 2025

(Franchising Entity)

Meridian Township, a Michigan municipal corporation



By

Print Name

Title

Address

City, State, Zip

Phone

Fax

Email

Date



**Communications Department
Manager Report
3rd Quarter (July-September)**

Department Personnel Change

Former Marketing and Public Relations Specialist Rachael Stohlin departed the Township in July, having served in her role for more than two years.

The position was posted on July 7 and closed on August 6. After receiving over 70 applications, Manager Diehl selected Peyton Skiver as the new Marketing and Public Relations Specialist. Skiver started on September 2 and has already made a positive impact on the team.

Your Choice 2025 Special Election Coverage

Meridian Township placed two millage proposals for a Community and Senior Center on the August 5, 2025 special election ballot.

To inform residents about the millage proposals, HOMTV produced two election interviews. The first featured Township Manager Tim Dempsey, who explained the center's offerings, the reasoning behind its proposal, funding methods, and estimated construction costs. The second interview featured Township Clerk Angela Demas, who discussed key election details such as deadlines, voting methods, and registration. Both interviews aired on Comcast channel 21, HOMTV's YouTube channel, and were shared across HOMTV and Meridian Township's social media platforms.

[Manager Dempsey Interview](#)

[Clerk Demas Interview](#)

Meridian Township Website Redesign Project

Municipal websites should be redesigned every three to five years to maintain accessibility, improve user experience, and integrate new digital features. Meridian Township's website was last redesigned in 2021.

On April 30, 2025, the Communications Department issued an RFP for website redesign proposals and received 38 responses. After evaluating features, functions, services, and pricing, the department selected Govstack by GHD Digital as the winning vendor.

The department will collaborate with Govstack over the next six months, with the new website scheduled to launch on December 11, 2025. The current website, hosted by Granicus, will remain active until the contract concludes on December 31, 2025.

The total redesign cost is \$48,730.25, with an annual website subscription fee of \$11,225 and a one-time implementation cost of \$37,505.25.

Two public surveys have been distributed to gather feedback on the current website and preferences for the new design. Manager Diehl partnered with Govstack to finalize the site map, and data migration will take place from October through November.



**Communications Department
Manager Report
3rd Quarter (July-September)**

2026 Township Budget

The Township Board discussed the proposed 2026 budget at the September 16, 2025 regular meeting and are expected to vote on the budget during the October 7, 2025 regular meeting.

Due to a budget deficit, departments were asked to reduce specific line items. For 2026, the temporary salaries budget—which funds HOMTV and marketing interns—was reduced from \$32,500 to \$16,000.

As a result of this reduction, the Communications Department will eliminate internships for the spring and fall semesters. However, the 2026 budget will support two summer interns and ongoing freelance work by Courtland Jenkins throughout the year.

Marketing and Communications

The Communications Department supported the promotion of the following third-quarter events:

- Summer Concert Series
- Farmers' Market
- Democracy Class
- Green Transportation Ideas at the Farmers' Market
- Children's Concert Series
- National Night Out
- Special Election
- A Night for Nature Fundraiser
- Sensory-Friendly Night at the Harris Nature Center
- Karaoke at the Marketplace
- Pancake Breakfast
- Fall Gardening with Native Plants Class
- Meridian Historical Village Open House and Speaker Series
- Voter Registration Drive

Upcoming fall events to promote include:

- Fall Electronics Recycling Event
- Township Board Listening Session
- Heritage Festival
- Fire Prevention Open House
- Halloween Spooktacular
- The Great Divide



**Communications Department
Manager Report
3rd Quarter (July-September)**

Philo Awards Winner

Each year, HOMTV participates in three awards competitions, including the Philo Festival of Media Arts hosted by the Alliance for Community Media – Central States Region.

Former HOMTV intern Jenna Arnold won the student division of the Documentary category for her video, "Call for Service – From Dispatch to Action." The documentary followed a Meridian Township police officer throughout her shift, giving viewers insight into a typical day on the job.

Former HOMTV intern Mikia Lawrence received the student division award in the Magazine Program category for "Keeping Up with Ki – Harris Nature Center," a video that highlighted the center's offerings to the community.



Communications
Commission

Commission Members Reports & Announcements



Communications
Commission

Action Items



Communications
Commission

Discussion Items



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: September 17, 2025
Re: Communications Commission Applications

The Communications Commission can consist of five full-time members and two alternate positions. Currently, the Commission has five members and two vacant alternate positions.

Two applications have been received, and both applications listed the Communications Commission as one of the boards/commissions they would like to serve on.

Staff is asking the Commission to discuss this matter and if they would like to fill the alternate positions. Both applications will be attached to the end of this memo.

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

- Communications Commission *
- Corridor Improvement Authority *
- Economic Development Corporation

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

I am applying because I want to contribute to the growth and well-being of our community. I believe in the importance of ensuring residents have a voice in local decision-making, and I see this role as an opportunity to listen, share ideas, and help shape policies that reflect our township's needs and priorities.

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

My education and professional experience have strengthened my skills in organization, communication, and problem-solving, which are essential for serving effectively. I am comfortable reviewing information, considering different perspectives, and working collaboratively to reach practical solutions. This background will help me contribute thoughtfully and effectively to the commission's work.

(Attach resume if available)

* Full Name
Daiah Williams

* **Occupation**
Communications Advisor

* **Place of Employment**
MI House of Representatives

* Home Address

[Redacted]

* Phone (Day)

[Redacted]

* Phone (Evening)

[Redacted]

* **Email**

[Redacted]

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

Daiah Williams

* **Date and Time**

08/24/2025

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.

Daiah Williams

REFERENCES

Available upon request.

PHONE

[REDACTED]

EMAIL

[REDACTED]

EXPERIENCE

APR 2024 – PRESENT

Communications & Digital Advisor | MI House Democratic Communications | Lansing, MI

NOV 2022 – SEP 2023

Legal Assistant | Augustin Law Offices, PLLC | East Lansing, MI

MAY 2021 – MAY 2023

Leasing Agent | DTN Management | Okemos, MI

EDUCATION & COMMISSIONS

Wayne State University | Detroit, MI | JAN 2024 – PRESENT

Master of Public Administration

Michigan State University | East Lansing, MI | AUG 2020 – DEC 2023

Bachelor of Arts in Political Science with minors in Sociology and Law, Justice, and Public Policy

Notary Public | Ingham County, MI | JUL 2023 – OCT 2029

ACTIVITIES

Currently, I serve as the Press Secretary for Young Democrats of Michigan. I previously served on the Michigan Legislative Black Caucus' Black History Month Celebration planning committee. As an undergraduate at Michigan State University, I held several leadership roles with the MSU Black Celebratory student organization, starting as Historian and later serving as Vice President. After graduating early, I briefly served in the role of Alumni Chair while beginning my studies at Wayne State University.

LEADERSHIP

Press Secretary | Young Democrats of Michigan | APR 2024 - PRESENT

Member | MLBC Planning Committee | Oct 2024 – PRESENT

Alumni Chair | MSU Black Celebratory | JAN 2024 – MAY 2024

Vice President | MSU Black Celebratory | JUL 2023 – DEC 2023

Historian | MSU Black Celebratory | AUG 2022 – JUL 2023

Secretary | MSU Sociology Club | AUG 2022 – JUL 2023

CHARTER TOWNSHIP OF MERIDIAN

Patricia Herring Jackson Supervisor
 Deborah Guthrie Clerk
 Phil Deschaine Treasurer
 Frank L. Walsh Manager



Courtney Wisinski Trustee
 Scott Hendrickson Trustee
 Marna Wilson Trustee
 Kathy Ann Sundland Trustee

APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- | | | | |
|-------------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> | Assessing Board of Review* | <input type="checkbox"/> | Elected Officials Compensation Commission* |
| <input checked="" type="checkbox"/> | Board of Water and Light Representative* | <input checked="" type="checkbox"/> | Environmental Commission |
| <input checked="" type="checkbox"/> | Brownfield Redevelopment Authority* | <input type="checkbox"/> | Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> | Building and/or Fire Board of Appeals and
Building Hearing Officer | <input checked="" type="checkbox"/> | Land Preservation Advisory Board |
| <input type="checkbox"/> | Capital Area Transportation Authority (C.A.T.A). | <input checked="" type="checkbox"/> | Park Commission (elected/appointed) |
| <input checked="" type="checkbox"/> | Communications Commission* | <input type="checkbox"/> | Pension Trustees |
| <input checked="" type="checkbox"/> | Community Resources Commission | <input checked="" type="checkbox"/> | Planning Commission |
| <input type="checkbox"/> | Corridor Improvement Authority* | <input checked="" type="checkbox"/> | Township Board (elected/appointed) |
| <input type="checkbox"/> | Downtown Development Authority* | <input type="checkbox"/> | Transportation Commission* |
| <input type="checkbox"/> | East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> | Zoning Board of Appeals |
| <input type="checkbox"/> | Economic Development Corporation | <input type="checkbox"/> | Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *I have more than 25 yrs' experience working at MSU - teaching, researching, and doing outreach.*
 Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: IKE IYIOKE
 Occupation: RESEARCHER Place of Employment: _____
 Home Address: _____
 Phone: (days) _____ (evenings) _____ E-mail _____
 Signature: [Signature] Date 9/10/2025

Other than the Downtown Development Authority Board 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.

(PLEASE USE BACK IF NEEDED)

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. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				



Boards & Commissions page

ZBA etc

RECEIVED



To: Communications Commission
From: Samantha Diehl, Communications Manager
Date: September 17, 2025
Re: Communications Commission Goals

Before addressing the changes to the Communications Commission Policies and Procedures, I'd like us to discuss what goals the Commission has. With Commissioner English joining as a new member, this would be a good time to discuss what direction the Commission wishes to go.



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: September 18, 2025
Re: Program Totals and Video On-Demand Totals

Program Totals (Year to Date):

- Meridian Live: 49
 - Township Board: 19
 - Planning Commission: 12
 - Environmental Commission: 8
 - Zoning Board of Appeals: 5
 - Park Commission: 2
 - Senior/Community Center Taskforce: 3
- HOM Entertainment: 8
- Event Coverage: 2
- Content by the HOMTV interns: 12
- Your Choice 2025 Special Election Coverage: 2

Video On-Demand Analytics on next page.

Memo to Communications Commission
September 18, 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

Of the 82,114 total views from January 1, 2025 to September 17, 2025, 96% were for uploaded content and 4% were for live streams (Township meetings).

In 2024, there were only 57,000 views from January 1, 2024 to September 17, 2024. Our YTD views are 35% higher than 2024.





Communications
Commission

Social Media Analytics



To: Communications Commission
From: Peyton Skiver, Marketing & Public Relations Specialist
Date: September 19, 2025
Re: Marketing Updates & Social Media Performance Summary

2nd Quarter Social Media Performance Overview (April 1 – June 30)

Facebook

Meridian Township:

- Year-to-date Facebook Followers: 10,698 (+310 this quarter)
- Page reach: 181,303 (+176.1% this quarter)
- Content interactions: 4,992 (+77% this quarter)
- Content interactions/reach: 2.8% this quarter
- Content quantity: 81 (+35% this quarter)

HOMTV:

- Year-to-date Facebook followers: 2,439 (-4 this quarter)
- Page reach: 3,113 (+38.2% this quarter)
- Content interactions: 121 (+168.9% this quarter)
- Content interactions/reach: 3.8% this quarter
- Content quantity: 16 (+60% this quarter)

Meridian Township Parks & Recreation:

- Year-to-date Facebook followers: 3,994 (+137 this quarter)
- Page reach: 35,764 (+272.8% this quarter)
- Content interactions: 819 (+219.9% this quarter)
- Content interactions/reach: 2.3% this quarter
- Content quantity: 44 (+18.9% this quarter)

Harris Nature Center:

- Year-to-date Facebook followers: 4,613 (+53 this quarter)
- Page reach: 17,583 (+116.2% this quarter)
- Content interactions: 338 (+61.7% this quarter)
- Content interactions/reach: 1.9% this quarter
- Content quantity: 27 (+17.4% this quarter)

Meridian Township Farmers' Market:

- Year-to-date Facebook followers: 15,847 (+529 this quarter)
- Page reach: 113,920 (-12.1% this quarter)
- Content interactions: 8,160(+56.6% this quarter)



- Content interactions/reach: 7.2% this quarter
- Content quantity: 52 (+40.5% this quarter)

Meridian Township Fire Department:

- Year-to-date Facebook followers: 3,264 (+47 this quarter)
- Page reach: 10,418 (+52.1% this quarter)
- Content interactions: 1,030 (+686.3% this quarter)
- Content interactions/reach: 9.9% this quarter
- Content quantity: 8 (-33.3% this quarter)

Meridian Cares:

- Year-to-date Facebook followers: 380 (+8 this quarter)
- Page reach: 932 (-30.1% this quarter)
- Content interactions: 52 (-39.5% this quarter)
- Content interactions/reach: 5.5% this quarter
- Content quantity: 11 (+37.5% this quarter)

Instagram

Meridian Township:

- Year-to-date Instagram followers: 2,744 (+129 this quarter)
- Page reach: 16,423 (+725.3% this quarter)
- Content interactions: 745 (+1.2K% this quarter)
- Content interactions/reach: 4.5% this quarter
- Content quantity: 30 (+76.5% this quarter)

HOMTV:

- Year-to-date Instagram followers: 502 (+8 this quarter)
- Page reach: 1,166 (-14.8% this quarter)
- Content interactions: 141 (+340.6% this quarter)
- Content interactions/reach: 12.1% this quarter
- Content quantity: 18 (+157.1% this quarter)

Meridian Township Parks & Recreation:

- Year-to-date Instagram followers: 367 (+37 this quarter)
- Page reach: 2,749 (+45.3% this quarter)
- Content interactions: 365 (+225.9% this quarter)
- Content interactions/reach: 13.3% this quarter
- Content quantity: 31 (+29.2% this quarter)

Harris Nature Center:

- Year-to-date Instagram followers: 1,093 (+28 this quarter)
- Page reach: 619 (+8% this quarter)
- Content interactions: 201(+118.5% this quarter)
- Content interactions/reach: 32.5% this quarter
- Content quantity: 26 (+44.4% this quarter)



Meridian Township Farmers' Market:

- Year-to-date Instagram followers: 1,792 (+114 this quarter)
- Page reach: 1,501 (+51.9% this quarter)
- Content interactions: 755 (+396.7% this quarter)
- Content interactions/reach: 50.2% this quarter
- Content quantity: 46 (+84% this quarter)

LinkedIn

Meridian Township:

- Year-to-date followers: 947 (+41 this quarter)
- Unique visitors: 219
- Page Views: 520

HOMTV:

- Year-to-date followers: 1,179 (+4 this quarter)
- Unique visitors: 40
- Page views: 79

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. **Currently (September 19, 2025) Meridian Township has 15,711 members on Nextdoor.**

Constant Contact:

Currently (September 19, 2025), we have 9,308 contacts across the Township's three newsletters. **The average open rate during quarter 2 was 56%**, remaining well above the government industry average of 43.7%.

From April 1 to June 30, 2025, we had a net decrease of 181 contacts. 164 of those contacts were deleted manually, with 71 unsubscribing. We had 54 contacts added organically.



3rd Quarter Social Media Performance Overview (July 1 - September 19)

Facebook

Meridian Township:

- Facebook followers: 10,698 (+151 this quarter)
- Page reach: 144,320 (-11.5% this quarter)
- Content interactions: 3,534 (-20% this quarter)
- Content interactions/reach: 2.4% this quarter
- Content quantity: 67 (-6.9% this quarter)

HOMTV:

- Facebook followers: 2,439 (+10 this quarter)
- Page reach: 4,203 (+45.7% this quarter)
- Content interactions: 171 (+46.2% this quarter)
- Content interactions/reach: 4% this quarter
- Content quantity: 17 (+21.4% this quarter)

Meridian Township Parks & Recreation:

- Facebook followers: 3,994 (+55 this quarter)
- Page reach: 13,205 (-62.1% this quarter)
- Content interactions: 640 (-16.2% this quarter)
- Content interactions/reach: 4.8% this quarter
- Content quantity: 54 (+38.5% this quarter)

Harris Nature Center:

- Facebook followers: 4,613 (+22 this quarter)
- Page reach: 5,836(-60.8% this quarter)
- Content interactions: 140 (-47% this quarter)
- Content interactions/reach: 2.3% this quarter
- Content quantity: 22 (-8.3% this quarter)

Meridian Township Farmers' Market:

- Facebook followers: 14,921 (+264 this quarter)
- Page reach: 98,213 (-6.1% this quarter)
- Content interactions: 6,498 (-12.9% this quarter)
- Content interactions/reach: 2.2% this quarter
- Content quantity: 53 (+10.4% this quarter)



Meridian Township Fire Department:

- Facebook followers: 3,264 (+40 this quarter)
- Page reach: 19,709 (+92% this quarter)
- Content interactions: 775 (-24.5% this quarter)
- Content interactions/reach: 3.9% this quarter
- Content quantity: 7 (-12.5% this quarter)

Meridian Cares:

- Facebook followers: 380 (+10 this quarter)
- Page reach: 453 (-50.2% this quarter)
- Content interactions: 34 (-33.3% this quarter)
- Content interactions/reach: 7.5% this quarter
- Content quantity: 12 (+20% this quarter)

Instagram

Meridian Township:

- Instagram followers: 2,744 (+96 this quarter)
- Page reach: 2,464 (-84.9% this quarter)
- Content interactions: 374 (-47.9% this quarter)
- Content interactions/reach: 15.2% this quarter
- Content quantity: 23 (-17.9% this quarter)

HOMTV:

- Instagram followers: 505 (+8 this quarter)
- Page reach: 6,180 (+474.3% this quarter)
- Content interactions: 398 (+206.2% this quarter)
- Content interactions/reach: 6.4% this quarter
- Content quantity: 17 (-6.7% this quarter)

Meridian Township Parks & Recreation:

- Instagram followers: 367 (+26 this quarter)
- Page reach: 1,073 (-14.2% this quarter)
- Content interactions: 196 (-13.3% this quarter)
- Content interactions/reach: 18.3% this quarter
- Content quantity: 43 (+53.6% this quarter)

Harris Nature Center:

- Instagram followers: 1,093 (+43 this quarter)
- Page reach: 474 (-10.4% this quarter)
- Content interactions: 160 (+1.3% this quarter)
- Content interactions/reach: 3.8% this quarter
- Content quantity: 17 (-10.5% this quarter)



Meridian Township Farmers' Market:

- Instagram followers: 1,792 (+101 this quarter)
- Page reach: 1,450 (-2.2% this quarter)
- Content interactions: 641(-11.6% this quarter)
- Content interactions/reach: 44.2% this quarter
- Content quantity: 47 (+6.8% this quarter)

LinkedIn

Meridian Township:

- Total followers: 947 (+38 this quarter)
- Unique visitors: 166
- Page views: 309

HOMTV:

- Year-to-date followers: 1,179 (+5 this quarter)
- Unique visitors: 55
- Page views: 88

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. **Currently (September 19, 2025) Meridian Township has 15,711 members on Nextdoor.**

Constant Contact:

Currently, we have 9,308 contacts across the Township's three newsletters, with an **average open rate of 58%**, remaining well above the government industry average of 43.7%.



Communications
Commission

Publications/ Promotions



Communications
Commission

Finance



Communications
Commission

HOMTV Internship/Alumni



12G.

To: Communications Commission
From: Danneisha McDole, Multimedia Production and Operations Specialist
Date: September 18, 2025
Re: HOMTV Internship/Alumni

The Spring 2025 semester ended in April of 2025. Olivia finished off completing more HOM Entertainment episodes including the musical, Chicago. Other content that she created is recognizing Earth Day for 2025 as well as one independent project that she completed which was highlighting a new coffee shop in Meridian Township, Chateau Coffee Co.

We also officially started and completed the Summer 2025 semester that lasted from May 2025 through August 2025 with two Multimedia Production interns, Parker Frederick and Sara Weiermiller. Both interns accomplished multiple projects including covering prominent summer events in the Township such as Pride 2025, Juneteenth 2025 and Celebrate Meridian 2025. Between those events they also help and crew our Your Choice 2025 coverage to cover the Senior and Community Center Millages as well as Election Information.

For the summer 2025 semester, I incorporated more opportunities for interns to sign up for story assignments to post more content throughout out HOMTV socials. Story assignments included Severe Weather Awareness, Flooding Preparedness Awareness, highlighting prominent events in the Township by creating promotional videos for the Summer Concert Series and the Farmers' Market. In addition, the interns utilized creating more reels throughout our HOMTV's Facebook and Instagram pages including relatable memes and Firework Safety for the 4th of July season. Lastly, both interns worked on their independent projects. Sara's project, Township Tails, focuses on the dogs of Meridian Township providing an inside look into the dog parks rules and regulations, locally owned dog products, salons and the Township dogs. Parker's family-friendly segment, "Find Fun!" focused on different activities families can do in the Township, two episodes included the trails and the libraries of the Township.

By far, the Summer 2025 semester was a huge success as we incorporated more content and ideas that the HOMTV interns can enjoy and grow from as well as for our residents to enjoy. This Fall 2025 semester, we have Sara returning and she will be continuing to work on her Township Tails segment alongside completing story assignments to post for our HOMTV socials. We look forward to bringing more content into the HOMTV internship program.



Communications
Commission

Broadband Update