



**AGENDA**  
MERIDIAN TOWNSHIP  
COMMUNICATIONS COMMISSION  
REGULAR MEETING  
December 17, 2025 6:00 PM

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1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - A. September 24, 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. 2026 Communications Commission Meeting Schedule
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
  - C. Social Media
  - D. Promotions/Publications
    - i. 2026 Prime Meridian Magazine
  - E. Finance
  - F. HOMTV Internship/Alumni
  - G. Broadband
12. PUBLIC REMARKS
13. ADJOURNMENT
14. **NEXT MEETING DATE: TBD**

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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, September 24, 2025 | 6:00 pm

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

1. **CALL MEETING TO ORDER**

Chair Whiting Dobson called the meeting to order at **6:03 pm**

2. **PUBLIC REMARKS**

None.

4. **APPROVAL OF AGENDA**

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

VOICE VOTE: Motion carried unanimously.

5. **APPROVAL OF MINUTES**

Commissioner Charles moved **TO APPROVE THE MINUTES FOR WEDNESDAY, MARCH 26, 2025 REGULAR MEETING.** Seconded by Commissioner Pavangadkar.

VOICE VOTE: Motion carried unanimously.

6. **COMMUNICATIONS MANAGER REPORT**

Manager Diehl went over the 3<sup>rd</sup> quarter manager report.

7. **COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS**

Communications Chair: None.

Township Board Liaison: Clerk Demas informed the Commission that the Board approved their values and goals at the July 22 regular meeting and mentioned that one of the goals was specifically related to communications.

Commissioners Report: None.

8. **ACTION ITEMS**

None.

**9. DISCUSSION ITEMS**

**A. Communications Commission Applications**

Two applicants applied to serve on the Communications Commission, and the Commission discussed the possibility of bringing on new members.

**B. Communications Commission Goals**

Manager Diehl asked the Commission to begin thinking about any goals or projects they want to work on in 2026. Not every member was present, so the item will be brought back on for discussion at a future meeting.

**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**

**E. Finance**

None.

**F. HOMTV Internship/Alumni**

None.

**G. Broadband**

None.

**12. PUBLIC REMARKS**

None.

**13. ADJOURNMENT**

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

VOICE VOTE: Motion carried unanimously.

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



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# COMMUNICATIONS MANAGER REPORT



**Communications Department**  
**4<sup>th</sup> Quarter Report**  
**October - December 2025**

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### **Meridian Township Website Redesign Project**

The website redesign project is still underway. Manager Diehl and Specialist Skiver have been working since November 7 to migrate content from the old site to the new site. Migration will continue into 2026, and the new site is expected to launch in March 2026.

### **Marketing & Communications:**

- Township Board Listening Sessions
- Halloween Events (Parks and Recreation, Police)
- Heritage Festival
- Nokomis Holiday Art Market
- Christmas in the Village
- Farmers' Market Schedule/Location Changes
- Fall Native Plant Sale
- Fire Prevention Open House/Fire Prevention Month
- Meridian Cares Holiday Food Assistance Fundraiser
- Sensory-Friendly Night at HNC
- The Great Divide
- Puzzle Competition
- Ashley Furniture Ribbon Cutting

### **Internship**

There were two interns at the start of the fall 2025 HOMTV internship: Olivia Rosbolt and Sara Weiermiller. Sara will continue to be an intern for her third and final semester at HOMTV over the spring 2026 semester.

Due to budget restrictions in the 2026 budget, the Communications Department will not be hiring any new interns in spring 2026.

### **HOMTV Award Recognition**

Two former HOMTV interns, Mikia Lawrence and Jenna Arnold, each won an award from the Philo Festival of Media Arts, which is put on by the Central States Alliance for Community Media.

- Mikia Lawrence (Spring 2024) won Best Student Magazine Program for her episode "Keeping Up with Ki – Harris Nature Center." (<https://www.youtube.com/watch?v=XBijjkphfkU&t=1s>)
- Jenna Arnold (Summer 2024) won Best Student Documentary for "Call to Service – From Dispatch to Action." ([https://www.youtube.com/watch?v=VipcT1g\\_Y3k&t=1s](https://www.youtube.com/watch?v=VipcT1g_Y3k&t=1s))

### **2026 Business**

- Manager Diehl will send 2025 reports and statistics in January so that there is data for a full year.
- The Commission will need to select a chair and vice chair at the March 2026 meeting.



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# **Commission Members Reports & Announcements**



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# Action Items



**To: Communications Commission**  
**From: Samantha Diehl, Communications Manager**  
**Date: December 12, 2025**  
**Re: 2026 Communications Commission Meeting Schedule**

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According to Rule 6.6 of the Communications Commission Rules and Procedures, the meeting schedule must be adopted at the beginning of the calendar year. Though the meeting schedule is set in advance, meetings can be cancelled, and special meetings called if need be.

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

**Proposed 2026 Communications Commission Regular Meeting Schedule:**

- Wednesday, March 25, 2026 6:00 pm Town Hall Room
- Wednesday, June 24, 2026 6:00 pm Town Hall Room
- Wednesday, September 23, 2026 6:00 pm Town Hall Room
- Wednesday, December 9, 2026 6:00 pm Town Hall Room

**MOTION 1: The Communications Commission MOVES TO APPROVE THE 2025 COMMUNICATIONS COMMISSION REGULAR MEETING SCHEDULE AS PRESENTED.**

**MOTION 2: The Communications Commission MOVES TO APPROVE THE 2025 COMMUNICATIONS COMMISSION REGULAR MEETING SCHEDULE AS AMENDED.**



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# Discussion Items



**To:** Communications Commission  
**From:** Samantha Diehl, Communications Manager  
**Date:** December 12, 2025  
**Re:** Communications Commission Applications

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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.

This item was discussed at the September 24, 2025 regular Communications Commission meeting. It was decided that Commissioner Charles would speak to Commissioner Nevells to gauge his interest in moving to an alternate position to allow a new member to sit on the Commission.

Though there are two applicants, staff is recommending that the Commission only move forward with one new member. As a Commission, we should develop our goals and tasks to work on before bringing on new people.

\* 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)

[DaiahWilliamsResume.pdf.pdf.pdf](#)

\* Full Name  
Daiah Williams

\* **Occupation**  
Communications Advisor

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

\* Home Address  
1460 E Pond Dr  
Apt 35  
Okemos 48864

\* Phone (Day)  
248.595.2626

\* Phone (Evening)  
248.595.2626

\* **Email**  
williamsdaiah9@gmail.com

\* **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

(248) 5959-2626

## EMAIL

Williamsdaiah9@gmail.com

## EXPERIENCE

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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

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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

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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

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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: 4995 HILLCREST AVENUE

Phone: (days) \_\_\_\_\_ (evenings) \_\_\_\_\_ E-mail: ikevalentine@gmail.com

Signature: *Ike Valentine* 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:** December 12, 2025  
**Re:** Communications Commission Goals

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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 us as a new member, this would be a good time to discuss what direction the Commission wishes to go.

This item was discussed briefly at the September 24, 2025 regular meeting, but with two commissioners absent, I'd like to all be in a room together when we discuss this topic.



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# Compliments/ Complaints



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# Video Service Provider



Communications  
Commission

# Programming



Communications  
Commission

# Social Media Analytics



Communications  
Commission

# Website Analytics



Communications  
Commission

# **Publications/ Promotions**



**To: Communications Commission**  
**From: Samantha Diehl, Communications Manager**  
**Date: December 2025**  
**Re: 2026 Prime Meridian Magazine**

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Communications Department staff have just begun working on the 2026 Prime Meridian Magazine. The goal is to design the magazine over December and January, print and mail in February, with a delivery date of March 2026. This will be a 24-page issues, just like in 2025.

Staff will continue to provide updates as the magazine progresses.



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# Finance



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# **HOMTV Internship/Alumni**



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# Broadband Update