

Approved  
February 12, 2026

**January 8, 2026**  
**Koylton Twp Board Meeting**  
Location: Village of Kingston Hall  
3655 Ross St, Kingston, MI 48741

**Call Meeting to Order:**

The regular Koylton Twp meeting was called to order by Supervisor Justin Boyl @ 7:00 pm. Pledge to the Flag. Board Members present: Justin Boyl, Melissa Kelly, Shari Boyl, Elliot Hubbard and Larry Sabin. 3 others were present.

**Agenda/Minutes Approval:**

Motion made by Hubbard seconded S. Boyl to approve the agenda as presented. Motion carried.

Motion made S. Boyl seconded by Sabin to approve the minutes of the December 11, 2025 meeting as presented. Motion carried.

**Presentation/Approval of Treasurer's Report:**

Motion made by Kelly seconded by Hubbard to approve the Treasurer's Report with an ending balance of \$178,205.44 in the General Fund as of December 31, 2025. Motion carried.

Motion made by Hubbard seconded by Kelly to pay bills from the General Fund in the amount of \$13,035.63 for January 2026. Motion carried.

**Public Comment:**

**Land Divisions/Combinations:**

Motion made by Kelly seconded by Hubbard to approve Boundary Line Adjustment for Rex Vroman. Vacant Land located on Cemetery Rd Parcel ID #016-028-000-0100-11 and Parcel ID #016-028-000-0100-12. Motion carried.

**Supervisor's Report:**

Kingston Police Department December 2025 Activities Report.

Siple Cemetery: Howard's Lawn and Snow to plow Cemetery driveway in the winter months. He plows at 4 inches or more. Will bill at the end of the season. Regular driveway plow will be \$75 a charge but could be more if there is a burial. He will have it done before warm weather so it can melt.

Motion made by J. Boyl seconded by S. Boyl to approve Howard's Lawn & Snow to plow Cemetery in the Winter months when the snow reaches 4 inches and Board will call when there is a burial. Motion carried.

\*Proposal submitted by Nick Osentoski – Discrete Services for Roadside Mowing.

\*A bid was submitted by James Pawlowski for Roadside Mowing.

\*Wilkinson Solutions Dust Control Contract: Signed Contract and Prepay by March 31, 2026. \$21,255.00

Motion made by Sabin seconded by Hubbard to approve the Wilkinson Solutions contract for 2 applications for Road Brining in the amount of \$21,255.00 to be paid with February Expenses. Motion carried.

#### Road Discussion:

Mayville: White Creek to Koylette

Lanway: Cemetery to Clothier

Centerline: White Creek to Marton

White Creek: Denhoff to Brief – potential asphalt – TCRC stated dip may be a drainage issue / additional cost

Board of Review Dates have been set: Organizational Meeting Tuesday March 3, 2026 @ 5:00 pm, Public

Meetings: Monday March 9, 2026 from 9:00 am to 3:00 pm, Wednesday March 11, 2026 from 3:00 pm to 9:00 pm

#### **Clerk's Report:**

Received a letter and invoice from Assessor Nathan Hager stating he is using a new software system called Pivot Point to take pictures and verify records throughout the township/city. The previous software company called Assess App has been bought out, and the product that he was using has been eliminated. Our yearly subscription is based on how many parcels we have.

Standard Mileage Rate for 2026: 72.5 cents per mile

Workers Compensation Audit is due. All requested forms and documentation have been submitted.

Melissa Kelly was among a select group of Township and Municipal Clerk offices to receive the Michigan Fair Elections Institute's *Sunlight Award* as a Responsive Advocate. After investigation of Michigan's official Qualified Voter File (QVF), our jurisdiction was one that demonstrated significant responsiveness and cooperation in addressing duplicate registrations. Out of 1138 jurisdictions only 197 received the "Sunlight Award"

Discussion on what the township can provide or what is required to accommodate a person with a high degree of hearing loss during a meeting.

Motion made by S. Boyl seconded by Hubbard to approve Resolution #2026-01, establishing the Township Supervisor Salary in the amount of \$10,800.00. Motion carried.

Roll call vote was taken: Larry Sabin "Aye", Elliot Hubbard "Aye", Shari Boyl "Aye", Melissa Kelly "Aye". Justin Boyl: abstain. The Resolution was adopted.

Motion made by Hubbard seconded by Sabin to approve Resolution #2026-02, establishing the Township Clerk Salary in the amount of \$18,600.00. Motion carried.

Roll call vote was taken: Larry Sabin "Aye", Elliot Hubbard "Aye", Shari Boyl "Aye", Justin Boyl "Aye", Melissa Kelly: abstain. The Resolution was adopted.

Motion made by Kelly seconded by Hubbard to approve Resolution #2026-03, establishing the Township Treasurer Salary in the amount of \$15,600.00. Motion carried.

Roll call vote was taken: Larry Sabin "Aye", Elliot Hubbard "Aye", Justin Boyl "Aye", Melissa Kelly "Aye", Shari Boyl: abstain. The Resolution was adopted.

Motion made by Hubbard seconded by Sabin to approve Resolution #2026-04, establishing the Township CCO Code Compliance Officer Salary in the amount of \$5,100.00. Motion carried.  
Roll call vote was taken: Larry Sabin “Aye”, Elliot Hubbard “Aye”, Shari Boyl “Aye”, Justin Boyl “Aye”, Melissa Kelly “Aye”. The Resolution was adopted.

Motion made by Hubbard seconded by S. Boyl to adopt Resolution #2026-05, to establish the Poverty Exemption Income Guidelines and Asset Test. Motion carried.  
Roll call vote was taken: Larry Sabin “Aye”, Elliot Hubbard “Aye”, Shari Boyl “Aye”, Justin Boyl “Aye”, Melissa Kelly “Aye”. The Resolution was approved.

Motion made by Hubbard seconded by Kelly to adopt Resolution #2026-06 to Establish Koylton Township Regular Board Meeting Dates & Times for the 2026-2027 fiscal year. Motion carried.  
Roll call vote was taken: Larry Sabin “Aye”, Elliot Hubbard “Aye”, Shari Boyl “Aye”, Justin Boyl “Aye”, Melissa Kelly “Aye”. The Resolution was approved.

Motion made by S. Boyl seconded by Hubbard to hold the Annual Meeting on March 12, 2026 @ 6 pm. Motion carried.

Motion made by Kelly seconded by Hubbard to hold the Budget/Truth and Taxation Hearing on March 12, 2026 @ 6:45 pm following the Annual Meeting. Motion carried.

Motion made by Sabin seconded by Hubbard to hold the Regular monthly Board Meeting on March 12, 2026 @ 7:00 pm following the Budget/Truth and Taxation Hearing. Motion carried.

**Trustee’s Report:**

**Planning Commission Report:**

\*Revised Koylton Twp Parcel Division Application & Request to Combine Parcels

Motion made by Hubbard seconded by Sabin to approve the revised Koylton Twp Parcel Division Application & Request to Combine Parcels Application. Motion carried.

**Code Compliance Officer Report:** December 2025 CCO Report

**Any other Township Business:**

**Adjourn:**

Motion made by Hubbard seconded by Sabin to adjourn @ 9:04 pm. Motion carried.

Respectfully submitted by:  
Melissa Kelly, Koylton Twp Clerk