



Subject: Local Road Repair Program, Canton Township Road Millage

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To All Interested Parties:

Canton Township is excited to begin repairs to local public roads in our community and we are now soliciting your input for projects. This letter includes a brief introduction to Canton’s Local Road Program, followed by a brief summary of “What can I do to Participate?” and the next steps. We will be using our website [www.canton-mi.org/roads](http://www.canton-mi.org/roads) to provide supplemental materials, FAQs, updates on the local road program, as well as all other Canton Road Millage programs.

Included at the end of this letter is blank “Letter of Interest” that your HOA or resident group can fill out and submit.

**What is the Local Road Repair Program?**

The Canton Board of Trustees has designated approximately \$1.5M (30%) of the funds generated from the road millage to repairs on local public roads. We are planning for local road projects for 2020 and beyond, and we are now soliciting project ideas from Homeowner Associations (HOAs) and other interested resident groups.

**What are we planning for 2019?**

During 2019, Canton will use funds designated for local roads in selected areas throughout the community **without requiring any participation or match** from property owners. This work has been designated as **unmatched** work and will include preventative maintenance and selected drainage repairs throughout the community. The preventative maintenance work will occur throughout the community in 2019 and 2020. Drainage repairs will be focused north of Ford in 2019 and south of Ford in 2020. See the website for further details on this work.

**How will the Local Road Program work in 2020?**

Starting in 2020 local road funding will be shifted towards **matched** work in residential subdivisions and on other residential roads. These projects may be sponsored by HOAs or other resident groups and **will require contributions of matching funds from the group**. The following table details the matching required based on the size of project.

| Project Size Range    | Maximum Local Match       | Millage Funds Available |
|-----------------------|---------------------------|-------------------------|
| \$20,000 - \$50,000   | 5% (\$1,000 - \$2,500)    | \$19,000 - \$47,500     |
| \$50,001 - \$100,000  | 10% (\$5,000 - \$10,000)  | \$45,000 - \$90,000     |
| \$100,001 - \$200,000 | 20% (\$20,000 - \$40,000) | \$80,000 - \$160,000    |

Please note that the minimum project size is \$20,000 and the maximum project size is \$200,000.

Participation in the local roads program will require a contract between the Township and the sponsoring party including the terms and conditions for the work and the financial commitments.

**What can you do to participate?**

Organize your HOA or resident group and meet to discuss your hopes and desires. Then, do the following:

1. Download our guidance materials and the blank "Letter of Interest"
2. Meet with your HOA or resident group and think about two primary issues:
  - a. What road repairs are necessary?
  - b. How much are we willing to contribute/how much can we raise?
3. Use aerial photos from the internet to sketch out potential repair work
4. Fill out and submit the Letter of Interest with any supplemental documents to the Township

**To be considered for any matched work being planned for 2020, Canton Township will require that the interested party submit a completed "Letter of Interest" to the Township by 4:30 pm on April 30, 2019.**

**Next steps**

As we begin to receive the Letters of Interest, we will assign an engineer to your group who will contact you to discuss your ideas in more detail, and set up a face-to-face meeting. We anticipate these initial meetings will require approximately one-half hour covering the following objectives:

1. Establish a realistic scope for the project, given the funds available;
2. Review contractual terms and potential costs; and
3. Discuss schedules and other considerations, including multi-year work.

We hope to schedule these initial meetings between our Engineering staff and 2-3 representatives of your group during the work week in the afternoon. If necessary, we can accommodate meetings in the evening. In addition, please note that we are asking for a single point of contact be established for each HOA or resident group. As we assemble local road projects for construction in 2020, the Township anticipates that a contract will be in place with your organization by July, 2019 at the latest.

If you have any questions, please call me at 734/394-5185 or call our Engineering Services Division directly at 734/394-5150.

Respectfully



Patrick Williams  
Township Supervisor



## LETTER OF INTEREST - RESIDENTIAL SUBDIVISION ROAD REPAIRS

**Canton Township requests that interested parties submit this “Letter of Interest” describing their interest in funding specific road repairs under the Road Millage. This is not a binding letter, and only expresses an interest as a basis for further, more detailed discussions.**

**Letters can be mailed to or dropped off at: Engineering Services 1150 Canton Center South, Canton MI 48188.**

1. Interested Party
  - a. Homeowner Association \_\_\_\_\_
  - b. Group of property owners sharing common road(s) \_\_\_\_\_  
[Submittals from groups who are not organized as a non-profit should attach a list of addresses or property ID numbers for the proposed group]
2. Legal Name of Organization \_\_\_\_\_
3. Type of Organization: \_\_\_\_\_
4. Address: \_\_\_\_\_  
\_\_\_\_\_
5. Is the Homeowner Association (HOA) / group a legally organized entity (LLC, non-profit, other) Yes\_\_\_ No \_\_\_\_.
6. Does the HOA /Subdivision covenants and restriction provide the ability for the HOA to assess the membership and collect funds? Yes \_\_\_ No \_\_\_\_

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7. Primary contact (Name): \_\_\_\_\_
- a. Address: \_\_\_\_\_  
\_\_\_\_\_
- b. Email \_\_\_\_\_
- c. Phone \_\_\_\_\_

8. Information on Type of Project(s), and Scope of Project(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional documents with further details, desires or thoughts from the HOA on the type and scope of a project. If you do not have a firm handle on cost, just describe the project, or mark out areas of concern on an aerial photograph from Google Earth, or a similar sketch.

9. Has an engineering assessment been completed by a Professional Engineering firm licensed in Michigan? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide copy of the report.

10. Have soil borings or a geotechnical analysis been conducted in the areas of work? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide copy of the report and soil boring logs.

11. Have any estimates been obtained from contractors?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide copy of any submittals from contractors including bids, estimates or correspondence

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12. Currently, limits have been established for Residential Projects under this program as follows:

| <u>Project Size Range</u> | <u>Maximum Local Match</u> | <u>Millage Funds Available</u> |
|---------------------------|----------------------------|--------------------------------|
| \$20,000 - \$50,000       | 5% (\$1,000 - \$2,500)     | \$19,000 - \$47,500            |
| \$50,001 - \$100,000      | 10% (\$5,000 - \$10,000)   | \$45,000 - \$90,000            |
| \$100,001 - \$200,000     | 20% (\$20,000 - \$40,000)  | \$80,000 - \$160,000           |

Are you considering a multi-year project AND/OR a project that exceeds the current established limits?

Yes \_\_\_\_\_ (multi-year project)

Yes \_\_\_\_\_ (project larger than \$200,000)

13. Anticipated Funding

What is your estimate of funding available for future projects?

\_\_\_\_\_

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We respectfully submit this Letter of Interest and wish to be considered in the future Canton Township residential roads program

SUBMITTED BY:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Representing: \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Date