



## Finance Department

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Room 406  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703-3345  
PH 608 266 4671  
FAX 608 267 8705  
[finance@cityofmadison.com](mailto:finance@cityofmadison.com)

Dear Property Owner:

The City of Madison has levied a special assessment on your property as shown on the enclosed Common Council resolution. This is an estimated assessment. When construction has been completed, the actual cost of the improvement will be determined. The amount of the assessment will then be adjusted accordingly, and a formal bill sent to you. The final bill will be equal to or less than the estimate unless you authorize additional work.

When you receive the bill, there are two options for payment: (1) the entire amount may be paid without interest by October 31 of the year you receive the bill (usually the next calendar year after the actual construction); or (2) if not paid in full by October 31, the assessment may be paid in installments with one equal part of the assessment plus interest included on your tax bill at the end of each year. Interest on each installment is calculated at four percent (4.0%) per year. In the first year of the assessment, interest is calculated only from the date of bill.

There may be situations, such as selling or refinancing your property, where you will be required at the closing to pay the estimated assessment before the work is completed. If the final amount is more than the estimate, any payments you have made will be credited and a bill sent out for the difference. If the final bill is less, any overpayment of principal and interest will be refunded. Refunds will be issued to the owner of record at the time of refund unless you provide the Finance Department with other refund instructions separate from the payment itself.

If your gross annual income is less than \$68,500 (for a single person, more for a family) and you live on the property where the work is done, you may qualify for a loan to pay the assessment. For information on the loan criteria, please visit [www.cityofmadison.com/homeloans](http://www.cityofmadison.com/homeloans) or call (608) 266-4223.

We hope this letter will assist you in understanding the special assessment payment procedure. If you have any questions, please contact the City Finance Department, Room 406, 210 Martin Luther King, Jr. Blvd. or call (608) 266-4008.

Sincerely,

David Schmiedicke  
Finance Director

Enclosure



Department of Public Works  
**Engineering Division**  
James M. Wolfe, P.E., City Engineer  
City-County Building, Room 115  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4751  
Fax: (608) 264-9275  
[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)  
[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

**Assistant City Engineer**  
Bryan Cooper, AIA  
Gregory T. Fries, P.E.  
Chris Petykowski, P.E.  
**Deputy Division Manager**  
Kathleen M. Cryan  
**Principal Engineer 2**  
John S. Fahrney, P.E.  
Janet Schmidt, P.E.  
**Principal Engineer 1**  
Mark D. Moder, P.E.  
Fadi El Musa Gonzalez, P.E.  
Andrew J. Zwieg, P.E.  
**Financial Manager**  
Steven B. Danner-Rivers

Parcel Number: «Parcel\_No»  
Situs Address: «Situs\_Address»

«OwnerLine1»  
«OwnerLine2»  
«OwnerLine3»  
«OwnerLine4»

September 18, 2025

## THIS IS NOT A BILL

**Project Name: Resurfacing 2025 Assessment District**

**Project Limits: McKenna, Pilgrim Rd to Putnam Rd; Yorktown Cir; Gilbert Rd, Raymond Rd to Kroncke Dr**

**Project ID: 15416**

Owner:

«OwnerLine1»  
«OwnerLine2»

Parcel(s) being assessed:

Parcel Number: «Parcel\_No»      Parcel Location: «Situs\_Address»

10' Pavement Resurfacing & Asphalt Drive & Terrace	
10' Pavement Resurfacing	Asphalt Drive & Terrace
«Cost1»	«Cost2»

<b>Total</b>
«Total»

The Schedule of Assessments for all properties adjacent to the project is available on the project webpage at:  
<https://www.cityofmadison.com/engineering/projects/resurfacing-program> .





# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Master

File Number: 87430

File ID: 87430

File Type: Resolution

Status: Passed

Version: 1

Reference:

Controlling Body: Engineering  
Division

Lead Referral: BOARD OF PUBLIC  
WORKS

Cost:

File Created Date : 03/03/2025

File Name: Approving Plans, Specifications, And Schedule Of  
Assessments For Resurfacing 2025 - Assessment  
District.

Final Action: 03/25/2025

Title: Approving Plans, Specifications, And Schedule Of Assessments For Resurfacing  
2025 - Assessment District. (District 5, District 10, District 11, District 20)

Notes: Aaron Canton

Code Sections:

CC Agenda Date: 03/25/2025

Indexes:

Agenda Number: 6.

Sponsors: BOARD OF PUBLIC WORKS

Effective Date: 03/31/2025

Attachments: Resurfacing 2025 - Assessment District BPW  
mailing.pdf, Resurfacing 2025 BPW Exhibit.pdf,  
JND\_BPWNNotes.pdf

Enactment Number: RES-25-00190

Author: Jim Wolfe, City Engineer

Hearing Date:

Entered by: hfleegel@cityofmadison.com

Published Date:

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	3/18/2025	Robert Mulcahy	Approve	3/19/2025

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	03/06/2025	Refer	BOARD OF PUBLIC WORKS	03/12/2025	03/12/2025	
	Action Text: This Resolution was Refer to the BOARD OF PUBLIC WORKS due back on 3/12/2025						
1	BOARD OF PUBLIC WORKS	03/12/2025	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING				Pass
	Action Text: A motion was made by Williams, seconded by Ald. Conklin, to RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING. The motion passed by voice vote/other.						

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1	COMMON COUNCIL	03/25/2025	Adopt Unanimously	Pass
	Action Text:	A motion was made by Figueroa Cole, seconded by Duncan, to Adopt Unanimously. The motion passed by voice vote/other.		

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**Text of Legislative File 87430****Fiscal Note**

The proposed resolution approves plans, specifications, and assessments and authorizes the Board of Public Works to advertise and receive bids for Resurfacing 2025 - Assessment District. The total estimated cost of the project is \$2,358,331 comprised of \$2,283,407.77 in City costs and \$74,923.23 in assessments. Funding is available in the 2025 Adopted Capital Budgets for Engineering - Major Streets (Munis #15416 - \$1,890,856), the Stormwater Utility (Munis #15465 - \$22,000), and the 2025 Adopted Operating Budgets for the Sewer Utility (\$88,175) and the Water Utility (\$357,300). No additional appropriation is required.

**Title**

Approving Plans, Specifications, And Schedule Of Assessments For Resurfacing 2025 - Assessment District. (District 5, District 10, District 11, District 20)

**Body**

The Board of Public Works and the City Engineer having made reports of all proceedings in relation to the improvement of Resurfacing 2025 - Assessment District pursuant to a resolution of the Common Council, RES-24-00628, ID No.85458, adopted 10/29/2024, which resolution was adopted thereto, and the provisions of the Madison General Ordinances and the Wisconsin Statutes in such case made and provided, and the Common Council being fully advised.

**BE IT RESOLVED:**

1. That the City at large is justly chargeable with and shall pay the sum of \$2,283,407.77 of the entire cost of said improvement.
2. That for those eligible property owners requesting construction of a rain garden in the public right-of-way adjacent to their property shall execute the necessary waiver of special assessments on forms provided by the City Engineer;
3. That the sum assigned to each separate parcel, as indicated on the attached schedule of assessment, is hereby specially assessed upon each such parcel.
4. That the Common Council determines such special assessments to be reasonable.
5. That the work or improvement be carried out in accordance with the reports as finally approved.
6. That such work or improvement represents an exercise of the police power of the City of Madison.
7. That the plans & specifications and schedule of assessments in the Report of the Board of Public Works and the Report of the City Engineer for the above named improvement be and are hereby approved.
8. That the Board of Public Works be and is hereby authorized to advertise for and receive bids for the said improvements.
9. That the due date by which all such special assessments shall be paid in full is October 31st of the year in which it is billed, or,
10. That such special assessments shall be collected in eight (8) equal installments, with interest thereon at 4.0 percent per annum, except those special assessments paid in full on or before October 31st of that year.
11. That the Mayor and City Clerk are hereby authorized to accept dedication of lands and/or easements from the Developer/Owner for public improvements located outside of existing public fee title or easement right-of-ways.

## INSTALLMENT ASSESSMENT NOTICE

Notice is hereby given that a contract has been (or is about to be) let for Resurfacing 2025 - Assessment District and that the amount of the special assessment therefore has been determined as to each parcel of real estate affected thereby and a statement of the same is on file with the City Clerk; it is proposed to collect the same in eight (8) installments, as provided for by Section 66.0715 of the Wisconsin Statutes, with interest thereon at 4.0 percent per annum; that all assessments will be collected in installments as above provided except such assessments on property where the owner of the same has paid the assessment to the City Treasurer on or before the next succeeding November 1st.

## NOTICE OF APPEAL RIGHTS

"Pursuant to Sec. 4.09(14), Madison General Ordinances, as authorized by Sec. 66.0701(2), Wisconsin Statutes, any person against whose land a special assessment has been levied by this resolution has the right to appeal therefrom in the manner prescribed in Sec. 66.0703(12), Wisconsin Statutes, within forty (40) days of the day of the final determination of the Common Council, said date being the date of adoption of this resolution."

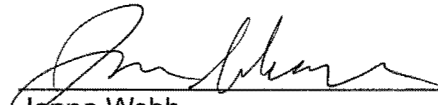
**AFFIDAVIT OF MAILING**

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF DANE         )

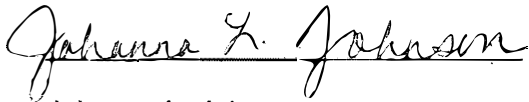
JENNA WEBB, being first duly sworn on oath, deposes and says that:

1. She is an Program Assistant with the Office of the City Engineer, City of Madison, Dane County, Wisconsin, and did on the 18th day of September, 2025 placed in envelopes addressed to each interested owner of respective addresses as indicated by attached assessment list, a true and correct copy of the notice of assessments for their property for the project titled **RESURFACING 2025 ASSESSMENT DISTRICT** attached hereto.

2. She delivered the envelopes to the custody of the Mail Room of the Dane County Printing and Services Division, 210 Martin Luther King, Jr. Blvd., in the city of Madison, Dane County Wisconsin, for postage and depositing in the United States Mail.

  
Jenna Webb

Subscribed and sworn to before me  
this 18<sup>th</sup> day of September, 2025



Johanna L. Johnson  
Notary Public, State of Wisconsin  
My Commission expires: January 8, 2026

