



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)

**Deputy City Engineer**

Bryan Cooper, AIA  
Gregory T. Fries, P.E.  
Chris Petykowski, P.E.

**Deputy Division Manager**

Kathleen M. Cryan

**Principal Engineer 2**

Janet Schmidt, P.E.

**Principal Engineer 1**

Kyle Frank, P.E.  
Mark D. Moder, P.E.  
Fadi El Musa Gonzalez, P.E.  
Andrew J. Zwieg, P.E.

**Financial Manager**

Steven B. Danner-Rivers

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

February 24, 2025

**Project Name: Shawnee Pass Assessment District – 2025**

**Project ID: 11822**

Owner:

«OwnerLine1»  
«OwnerLine2»

Parcel(s) being assessed:

Parcel Number: «Parcel\_No»

Parcel Location: «Situs\_Address»

Street Reconstruction Items		
Remove Concrete Driveway Apron & Terrace Walk	Replace Concrete Driveway Apron	10' Pavement Reconstruction
«Cost1»	«Cost2»	«Cost3»

<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/shawnee-pass>; a hard copy can be mailed to you upon request. The full Schedule includes greater details for the cost determination.



## 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

City of Madison Engineering Division - Preliminary Schedule of Assessments

Date: Wednesday, January 29, 2025  
Project ID: 11822  
Project Name: Shawnee Pass  
Project Description: Reconstruction

\*A factor has been applied for pavement reconstruction adjacent to lots that abut more than one street and are single-family or two-family residential dwellings.  
\*\*A factor has been applied to reflect the 16' pavement width of the reconstructed Shawnee Pass allotting 8' of pavement width assessed to each side of the street, which is a fraction of the 10' maximum.  
\*\*\*Frontage not assessed as part of this project.

A factor has been applied to reflect the 16' pavement width or the reconstructed Shawnee Pass alignment 8' or pavement width assessed to each side of the street, which is a fraction of the 10' maximum.																
***Frontage not assessed as part of this project.																
Parcel Information								Frontage				Street Reconstruction Items				Total Assessment
Parcel No./ Zoning	Owner Name/ Mailing Address	Situs Address/ Parcel Location	LF	Frontage Streets	LF	Frontage Streets	Multiple Frontage	Remove Concrete Driveway Apron & Terrace Walk Assessment @		Replace Concrete Driveway Apron Assessment @		10' Pavement Reconstruction Assessment @				
								\$1.42	per SF	\$4.79	per SF	Corner Factor*	Pav width factor**	\$46.02	per LF	
								SF	Cost	SF	Cost			LF	Cost	
070932108115	KNAUFF, KYLE MEGHAN FURSTENBERG-KNAUFF 3918 SHAWNEE PASS MADISON, WI 53711-3044	3918 Shawnee Pass	134.70	Shawnee Pass	50.00***	Cherokee Dr	Yes	\$140.00	\$198.80	\$180.00	\$862.20	0.50	0.80	53.88	\$2,479.56	\$3,540.56
070932108123	LINK, EDMUND H LUZZIE L GAU 4142 NAKOMA RD MADISON, WI 53711	4142 Nakoma Rd	130.00	Shawnee Pass	60.00***	Nakoma Rd	Yes		\$0.00	\$110.00	\$526.90	0.50	0.80	52.00	\$2,393.04	\$2,919.94
070932110011	JUEDES, JAMES A BRYNA L RUDY 3919 SHAWNEE PASS MADISON, WI 53711-3043	3919 Shawnee Pass	110.20	Shawnee Pass	50.00***	Cherokee Dr	Yes	\$50.00	\$71.00	\$60.00	\$287.40	0.50	0.80	44.08	\$2,028.56	\$2,386.96
070932110235	SCHRAM, DAVID J NICOLE S SCHRAM 4146 NAKOMA RD MADISON, WI 53711	4146 Nakoma Rd	130.00	Shawnee Pass	60.00***	Nakoma Rd	Yes	\$180.00	\$255.60	\$210.00	\$1,005.90	0.50	0.80	52.00	\$2,393.04	\$3,654.54
TOTALS								370.00	\$525.40	560.00	\$2,682.40	---	---	201.96	\$9,294.20	\$12,502.00



# City of Madison

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

## Master

**File Number: 86854**

**File ID:** 86854

**File Type:** Resolution

**Status:** Passed

**Version:** 1

**Reference:**

**Controlling Body:** BOARD OF  
PUBLIC WORKS

**Lead Referral:** BOARD OF PUBLIC  
WORKS

**Cost:**

**File Created Date :** 01/23/2025

**File Name:** Shawnee Pass Assessment District - 2025 and  
Approving Plans and Specifications for Nakoma Rd.  
Sidewalk and Storm Sewer Improvements.

**Final Action:** 02/11/2025

**Title:** Approving Plans, Specifications, And Schedule Of Assessments For Shawnee  
Pass Assessment District - 2025 and Approving Plans and Specifications for  
Nakoma Rd. Sidewalk and Storm Sewer Improvements (District 10).

**Notes:** Mario Galindez

**Code Sections:**

**CC Agenda Date:** 02/11/2025

**Indexes:**

**Agenda Number:** 7.

**Sponsors:** Yannette Figueroa Cole

**Effective Date:** 02/14/2025

**Attachments:** 11822EN-Shawnee Pass Exhibit BPW.pdf,  
11822EN-Nakoma Sidewalk Exhibit BPW.pdf,  
11822SWR-Box BPW Plan Sheet.pdf,  
11822\_ShawneePass\_ExampleAssmtLtr.pdf,  
Nakoma and Manitou Storm Sewer Public Meeting  
letter.pdf, 86854 RegistrantsReport.pdf

**Enactment Number:** RES-25-00074

**Author:** Jim Wolfe, City Engineer

**Hearing Date:**

**Entered by:** jjohnson@cityofmadison.com

**Published Date:**

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	2/4/2025	Robert Mulcahy	Approve	2/3/2025

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Engineering Division	01/23/2025	Refer	BOARD OF PUBLIC WORKS		01/29/2025	
<b>Action Text:</b> This Resolution was Refer to the BOARD OF PUBLIC WORKS							
<b>Notes:</b> Common Council Public Hearing (2/11/25)							

1	BOARD OF PUBLIC WORKS	01/29/2025	RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING	Pass
	<b>Action Text:</b> A motion was made by Kliems, seconded by Ald. Guequierre, to RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING. The motion passed by voice vote/other.			
1	COMMON COUNCIL	02/11/2025	Adopt and Close the Public Hearing	Pass
	<b>Action Text:</b> A motion was made by Figueroa Cole, seconded by Conklin, to Adopt and Close the Public Hearing. The motion passed by voice vote/other.			

## Text of Legislative File 86854

### Fiscal Note

The proposed resolution approves plans, specifications, and assessments and authorizes the Board of Public Works to advertise and receive bids for the Shawnee Pass Assessment District - 2025. The total estimated cost of the project is \$1,293,000 comprised of \$1,280,498 in City costs and \$12,502 in assessments. Funding for the City portion of costs is available in Engineering - Major Streets 2025 Adopted Capital Budget (Munis #11822). No additional appropriation is required.

### Title

Approving Plans, Specifications, And Schedule Of Assessments For Shawnee Pass Assessment District - 2025 and Approving Plans and Specifications for Nakoma Rd. Sidewalk and Storm Sewer Improvements (District 10).

### Body

The Board of Public Works and the City Engineer having made reports of all proceedings in relation to the improvement of Shawnee Pass from Cherokee Drive to Nakoma Road pursuant to a resolution of the Common Council, Resolution No. 24-00715, ID No.86076, adopted 12/13/2024, 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 \$ 1,280,498 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 Shawnee Pass Assessment District - 2025 and Approving Plans and Specifications for Nakoma Rd. Sidewalk and Storm Sewer Improvements (District 10). 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         )


JOHANNA JOHNSON, being first duly sworn on oath, deposes and says that:

1. She is an Program Assistant 3 with the Office of the City Engineer, City of Madison, Dane County, Wisconsin, and did on the 24th day of FEBRUARY, 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 **SHAWNEE PASS ASSESSMENT DISTRICT – 2025** 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.

  
Johanna L. Johnson

Subscribed and sworn to before me  
this 24<sup>TH</sup> day of February, 2025

  
Isaac J. Gabriel  
Notary Public, State of Wisconsin  
My Commission expires: November 21, 2028

