



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

December 8, 2011

Mr. Greg Keil, Director of Community Development
City of Menasha
140 Main Street
Menasha, WI 54952

E-Mail Transmittal: gkeil@ci.menasha.wi.us

Re: Building Inspector Office Hours, City of Menasha

Dear Greg:

Construction and related building permits have continued to slow down. Menasha activity has dropped 42% through November 2011 from the previous same 12 months in 2010. That equates to a drop in fees payable to IIL of \$49,791.59.

We are proposing to reduce the inspector office hours following the reduction in building permit activity. The current office hours are Monday through Friday from 8:00-10:00 a.m. and 12:00-1:00 p.m. Our proposal is as follows:

Winter Hours:

(Nov. 15- April 15) Monday-Friday from 8:00-9:30 a.m. with appointments and a stop in the office as needed or requested.

Summer Hours:

(April 16-Nov. 14) Monday-Friday from 8:00-10:00 a.m. with 12:00-1:00 p.m. office hours added when permit activity exceeds \$8,000/mo.

Dan and Julie will still be available by cell phone when not in office hours as usual, so there will be no gap in that service level.

As always, if permit activity increases, IIL will meet that demand. Contact me with any questions. We would like the reduced hours to begin on December 27th with City approval.

Sincerely,

Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD.

c: Connie L. Watt, Vice President, IIL
Dan Coffey and Julie Jansen, IIL
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TDL/gg