



February 20, 2009

«Owner»
«Owner2»
«Owner_Address»
«Owner_City», «Owner_State» «Owner_Zip»

«Property_Address»

To Whom It May Concern:

City of Menasha Sewer System Evaluation Survey (SSES) – Phase No. 1
Foundation Drain and Sump Pump Inspections

In January of 2009 we sent you a letter requesting to do a follow-up inspection to the original inspection performed on your property in 2002. As was stated in the previous letter, at the direction of the Wisconsin Department of Natural Resources we are currently doing a follow-up audit in Phase 1. We are requesting a follow-up inspection to confirm the existing inspection information and complete any missing inspection data. **To complete the overall inspection process, please have all floor drains on the lowest level located and accessible prior to your inspection appointment.**

Please contact this office to arrange for an on-site inspection of your property. It is important that your property be re-inspected as part of the overall inspection program and to complete the audit process.

A schedule of inspection dates has been set for March 2-6 and March 9-13, 2009. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:40 PM. Your cooperation is imperative to meet the DNR established deadline. Please contact our office at (920) 967-3610 between 8:00 AM and 4:00 PM, Monday through Friday to schedule your inspection. We will make every effort to conduct the inspection at a time and date that is convenient for you.

The SSES program is extremely important to the City of Menasha. Please contact Tim Montour or me at 920-967-3610 if you have any questions. Thank you for your continued cooperation.

Sincerely,

Mark Radtke
Public Works Director

C: Mayor Merkes
Common Council (Communication)



City of Menasha • Department of Public Works

February 20, 2009

«Owner»
«Owner_2»
«Owner_address»
«City», «State» «Zip»

«Rental_Address»

City of Menasha Sewer System Evaluation Survey (SSES) - Phase No. 4, Segment 1 Foundation Drain and Sump Pump Inspections

In January of 2009 a letter was sent requesting that you contact our office to schedule an appointment to inspect your property. To date, we have had no response from you.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the state codes and City Sewer Use Ordinance. It is imperative that your property be inspected as part of the overall inspection program.

All properties with improvements need to be inspected; including those with or without sump pumps and basements

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to impose a sewer user surcharge to any user who does not allow authorized City representatives to inspect their property.

Surcharges for residential properties with two or less dwelling units will start at \$50 per month. You will be billed the sewer user surcharge if an inspection is not scheduled and completed. In the event the property owner refuses to cooperate with this inspection process, State law does provide for an issuance of an inspection warrant.

Please contact this office at 967-3610 to schedule an inspection. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:40 PM. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes. **Prior to your scheduled inspection, please have all floor drains on the lowest level identified and accessible.** The next inspection schedule has been set for March 2 through March 6 and March 9 through March 13, 2009.

To avoid the \$50 per month sewer surcharge, please arrange to have your property inspected.

Sincerely,

Mark Radtke
Public Works Director

Enclosure

C: Mayor Merkes
Common Council (Communication)



City of Menasha • Department of Public Works

February 20, 2009

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«Owner2»
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City of Menasha Sewer System Evaluation Survey (SSES) - Phase No. 1 Foundation Drain and Sump Pump Inspections

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To avoid the \$50 per month sewer surcharge, please arrange to have your property inspected.

Sincerely,

Mark Radtke
Public Works Director

Enclosure

C: Mayor Merkes
Common Council (Communication)