



City of Menasha • Department of Public Works

June 12, 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. You notified the City that you were out of state and would schedule an inspection appointment upon your return. 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.**

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)

Owner	Owner 2	Owner address	Rental Address	City	State	Zip	Zoning	Land use	Year built	Parcel No.
Thomas R Vanwyk	Linda M Vanwyk	395 Lake Rd		Menasha	WI	54952	R1		2006	730001000
Karl E Forsgren	Dorothy B Forsgren	364 Lake Road		Menasha	WI	54952	R1		1940	730001600
George J Ker Jr		335 Lake Rd		Menasha	WI	54952	R1		1937	730000400
Daryl L Jones Lvg Trust	Roxanne R Jones Lvg Trust	900 Keyes St		Menasha	WI	54952	R1		1988	730002800
Cheryl L Frederick		809 Keyes St		Menasha	WI	54952	R1		1950	730026500