



March 31, 2009

City of Menasha • Department of Public Works

«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 Follow-up Inspections

In January and February 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 letters, 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. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning May 1, 2009, and continuing until such time you contact us for an appointment.**

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

Enclosure

C: Mayor Merkes  
Common Council (Communication)

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Owner	Owner2	Property Address	Owner Address	Owner City	Owner State	Owner Zip
Joshua M. Arndt	Kelli J. Arndt	RE: 1144 Woodland Drive	838 Emily Street	Menasha	WI	54952
Spring Meadow Homes LLC	C/O Shane & Paula Dorn	RE: 917 Meadowview Drive	1920 Anita Court	Appleton	WI	54913
Spring Meadow Homes LLC	C/O Shane & Paula Dorn	RE: 919 Meadowview Drive	1920 Anita Court	Appleton	WI	54913
Charles E. Burns			1009 Meadowview Drive	Menasha	WI	54952
Lance T. Willie	Jessica L. Willie		1116 Meadowview Drive	Menasha	WI	54952
Dennis M. Maney		RE: 928A Meadowview Drive	7940 County Road T	Larsen	WI	54947