



March 31, 2009

«Owner»  
«Owner2»  
«Owner\_address»  
«Owner\_City», «Owner\_State» «Owner\_Zip»  
  
«Property\_Address»

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

To Whom It May Concern:

In January and February of 2009 you received a letter requesting that you contact our office and set up a Foundation Drain/Sump Pump Inspection. 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 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.**

Please contact this office immediately 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.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning May 1, 2009. Please contact me or Tim Montour at 967-3610 if you have any questions.

Sincerely,

*Mark Radtke*  
Mark Radtke  
Public Works Director

Enclosure

C: Mayor Merkes  
Common Council (Communication)

| Owner                 | Owner2         | Owner Address           | Property Address          | Owner City | Owner State | Owner Zip | Zoning | Year Built | Parcel Number |
|-----------------------|----------------|-------------------------|---------------------------|------------|-------------|-----------|--------|------------|---------------|
| Andrew Ujazdowski LLC |                | 318 12th Street         | RE: 1045 Ninth Street     | Neeah      | WI          | 54956     | R2     | 1992       | 6-01435-00    |
| Andrew Ujazdowski LLC |                | 318 12th Street         | RE: 1047 Ninth Street     | Neeah      | WI          | 54956     | R2     | 1992       | 6-01435-00    |
| Dennis M. Maney       |                | 7940 County Road T      | RE: 928B Meadowview Drive | Larsen     | WI          | 54947     | R2     | 1985       | 6-01223-00    |
| Joshua M. Arndt       | Kelli J. Arndt | 838 Emily Street        | RE: 1146 Woodland Drive   | Menasha    | WI          | 54952     | R2     | 1976       | 6-00959-00    |
| Robin A. Voight       |                | 1004 W. Brewster Street | RE: 1500 Jennie Street    | Appleton   | WI          | 54914     | R2     | 1970       | 6-01019-00    |
| Robin A. Voight       |                | 1004 W. Brewster Street | RE: 1502 Jennie Street    | Appleton   | WI          | 54914     | R2     | 1970       | 6-01019-00    |