



March 30, 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**

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
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.
Bobby A Dunning	Karen M Dunning	309 Lopas St		Menasha	WI	54952	R1		1932	730026700
Calvin K Mace Rev Living Trust		411 Lake Rd		Menasha	WI	54952	R1		1932	730001100
Chris J Smith	Stacie L Grimsley	329 Lopas St		Menasha	WI	54952	R1		1953	730010100
Daniel J Roberts	Francoise M Falise	324 Willow Ln		Menasha	WI	54952	R1		1962	730002400
David Londo		315 Willow Ln		Menasha	WI	54952	R1		1954	730028000
Everett L Sachs		375 Lopas St		Menasha	WI	54952	R1		1952	730009400
Hud C/O Best Assets Inc.		501 Marquette Ave Ste 1200	RE: 304 Lopas St	Minneapolis	MN	55402	R1		1950	730028300
John H Griffith	Ann M Griffith	364 Park St		Menasha	WI	54952	R1		1982	730003600
Justin S Reeder	Annie M Reeder	716 Nicolet Blvd		Menasha	WI	54952	R1		1961	730023100
Kamie R Ogden		305 Willow Ln		Menasha	WI	54952	R1		1953	730027800
Stanford B Popovich	Karen J Popovich	368 Lopas St		Menasha	WI	54952	R1		1955	730011700
Therese L Tully		313 Winnebago Ave		Menasha	WI	54952	R1		1950	730005500
Thomas J Fink		319 Winnebago Ave		Menasha	WI	54952	R1		1941	730005700