



March 24, 2010

«Owner»  
«Owner\_2»  
«Owner\_address»  
«City», «State» «Zip»

«Rental\_Address»

City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 1

To whom it may concern:

On March 1, 2010 a letter was sent requesting that you contact the City to schedule an appointment to televise your sanitary sewer lateral. To date we have had no response from you.

We would like to schedule an appointment with a resident representative to inspect the sanitary sewer lateral from the clean out in the basement to the sanitary sewer main in the street. The resident representative must be 18 years of age and familiar with the property history. **We request that the clean out in the basement be located and accessible prior to scheduling an appointment.** We anticipate that the lateral inspection itself will take approximately 30 to 45 minutes.

We currently are scheduling appointments for the week of April 5-9, 2010. We will be scheduling the appointments, one per hour, beginning at 7:30 am and scheduling the last appointment at 5:30 pm. We will try to accommodate inspections outside of these time slots, if necessary. To schedule an appointment, please call 920-967-3610 between 8:00 am and 4:00 pm.

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. For residential properties with greater than four dwelling units the monthly surcharge is \$1000 per month. You will be billed the appropriate 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 feel free to call me if you have any questions regarding the program or the sanitary lateral inspection.

Sincerely,

Tim J. Montour  
Engineering Supervisor

Attachment

C: Street File  
Mayor Don Merkes  
Common Council

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Owner	Owner 2	Owner address	Rental Address	City	State	Zip	Zoning	Land use	Year built	Parcel No.
Michael F. Edwards		905 Elmwood Drive		Menasha	WI	54952	R1		1978	760119900
David L. & Sarah L. Gerarden		P.O. Box 171	RE: 927-929 Meadowview Drive	Neenah	WI	54957	R3		1969	760111800
New Discovery Investments, LLC		5500 W. Capitol Drive	RE: 910-926 Meadowview Drive	Appleton	WI	54913	R3		1974	760117000
USS Enterprise LLC		W7618 Misty Spring Court	RE: 921 Meadowview Drive	Greenville	WI	54942	R3		1970	760112000
Richard V. & Julie M. Hahn		1020 Stardust Drive		Menasha	WI	54952	R1		1975	760115600
Kathleen A. Syring QPR Trust		955 Woodland Drive		Menasha	WI	54952	R1		1975	760114900

ORDINANCE O - 7 - 04

AN ORDINANCE RELATING TO THE SEWER USER SURCHARGES

Introduced by Alderman Michalkiewicz

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 9 - 3 - 11 (i) is created to read as follows:

- (i.) The City may impose a surcharge to the sewer bill to any sewer service user who violates any provision of this ordinance relating to:
  - a. Allowing authorized City representatives to enter on private property for the purpose of inspections to insure compliance with the terms of sec. 9 - 3.
  - b. Failing to remove, replace, or repair any improper connections to the sanitary sewer system.
  - c. Compliance with the scheduling of any testing procedure designed to implement the intent of sec. 9 - 3.

SECTION 2: Sec. 9 - 3 - 11 (j) is created to read as follows:

- (j) The surcharge imposed pursuant to sec. 9 - 3 - 11 (i) shall be:
  - a. For residential properties of two or less dwelling units - \$50/month.
  - b. For commercial properties less than 2000 square feet - \$300/month.
  - c. For residential properties three or four dwelling - \$300/month
  - d. For residential properties greater than four dwelling units - \$1000/month.
  - e. For commercial properties 2000 square feet or greater - \$1000/month.
  - f. For industrial sewer use properties - as determined by the Board of Public Works upon the recommendation of the Director of Public Works.
  - g. The Director of Public Works is empowered to determine the sewer user category.

SECTION 3: Sec. 9 - 3 - 11 (k) is created to read as follows:

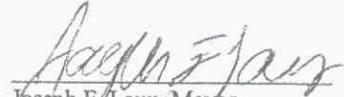
- (k) a. The Director of Public Works shall notify the Finance Department to levy the surcharge when necessary.
- b. The Director of Public Works or his/her designee shall notify the property owner and resident that such surcharge will be levied. At least one such notice shall be by registered mail, return receipt requested. A signed receipt and/or notice that delivery has been refused shall constitute notice sufficient to impose the surcharge.
- c. Prior to imposing a surcharge for failure to remove, replace, or repair any improper connection, the Director of Public Works shall give the owner and /or resident at least 60 days for such removal, replacement or repair. Additional time may be granted at the discretion of the Director of Public Works.

SECTION 4: Sec. 9 - 3 - 11 (l) is created to read as follows:

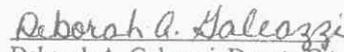
- (l) The provisions of sec. 9 - 3 - 11 (i) - (k) are in addition to any other enforcement provisions provided for in sec. 9 - 3.

SECTION 5: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 7<sup>th</sup> day of June 2004.

  
Joseph F. Laux, Mayor

ATTEST:

  
Deborah A. Galeazzi, Deputy City Clerk

ATTORNEY'S NOTE: This ordinance is one step in the process of correcting any infiltration/inflow problems with the City's sanitary sewer system. It allows the City to impose a surcharge to the sewer bill for those residents and property owners who fail to comply with the inspection program or refuse to correct improper connections. If enacted, it should speed up and simplify the process of correcting these problems.