



Menasha

March 1, 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:

In March of 2009 the City of Menasha televised the existing sanitary sewer in the northeast section of the City-Phase 1 that is served by the Neenah Menasha Sewerage District. At the direction of the Wisconsin Department of Natural Resources and the Clean Water Fund Program, the City is currently doing a follow-up audit of Phase 1 regarding some of the sanitary sewer laterals, from the sanitary sewer main to existing houses in the Phase 1 area.

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 March 15-19, 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.

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. 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.

We thank you in advance for your help and cooperation. The SSES inspection program is extremely important to the City of Menasha. 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

S:\PUBLICWORKS\PUBLICWORKS\issues_phase1_lateral_televising2010\wardphase1_lateral_televisingr2_25_2010.doc

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
Thomas J. Pawlowski Revocable Trust		1027 Woodland Place		Menasha	WI	54952	R1		1978	760125301
David J. & Angela M. Krysiak		1204 Maria Lane		Menasha	WI	54952	R1		1978	760117600
Suzanne B. Greenman		930 Meadowview Drive		Menasha	WI	54952	R2		1985	760122200
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
Bruce R. Miller		4409 E. Ashbury Drive	RE: 907 Meadowview Drive	Appleton	WI	54913	R3		1970	760112300
Thomas W. & Debra S. Kahler		900 Meadowview Drive		Menasha	WI	54952	R1		1993	760123000
Daniel E. Staniak		908 Meadowview Drive		Menasha	WI	54952	R1		1995	760123100
Charles W. & Brenda J. Buxton		931 Woodland Drive		Menasha	WI	54952	R1		1976	760115800
Thomas L. & Debora A. Dercks		909 Woodland Drive		Menasha	WI	54952	R1		1975	760115900
Richard V. & Julie M. Hahn		1020 Stardust Drive		Menasha	WI	54952	R1		1975	760115600
Donald J. & Mary J. Jacobs	C/O Jacobs Revocable Trust	948 Woodland Drive		Menasha	WI	54952	R1		1975	760114100
Paul C. Olander		932 Woodland Drive		Menasha	WI	54952	R1		1974	760113900
Kathleen A. Syring QPR Trust		955 Woodland Drive		Menasha	WI	54952	R1		1975	760114900