



March 4, 2015

«Owner»  
«Owner\_address»  
«City», «State» «Zip»  
  
«Parcel\_Full\_Address»

To Whom It May Concern:

City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 3, Segments 4b and 5a  
Foundation Drain and Sump Pump Inspections

During periods of rain and high groundwater conditions, the City of Menasha has experienced high flows in the sanitary sewer. These high flows contribute to extra cost for City residents in conveyance and treatment. The high flows in question are primarily due to the infiltration and inflow (I/I) of surface water and ground water into the sewer system. Given the problems experienced with I/I, it is extremely important to take steps to eliminate clear water that does not belong in the sanitary sewer system.

A Sewer System Evaluation Survey (SSES) will be performed by the City of Menasha on its wastewater collection system to identify sources of I/I that are cost-effective to eliminate. The purposes and goals of the SSES and sewer rehabilitation programs are to identify and correct defects before they become major failures; address capacity issues with trunk and interceptor sewers to handle existing and future growth; reduce cost to the City for wastewater treatment; conform to requests from the Neenah Menasha Sewerage Commission (NMSC) that the City be up-to-date on I/I reduction; minimize sewer rehabilitation costs by funding improvements with low interest loans from the Clean Water Fund Program; and scheduling sewer repair or replacement work prior to street paving.

The project approach is to perform SSES and sewer rehabilitation work in phases. Each phase will target a drainage district. This will make the program easier to manage and implement. Currently, we are targeting the drainage district in the south central portion of the City collection system.

Foundation Drain and Sump Pump Inspections will be performed in the area approximately bounded by the following City Streets or waterway:

Fourth Street (North); Milwaukee Street (West)  
Fox River (South); and De Pere Street (East)

The purpose of this inspection program is to identify any buildings that may have foundation drains, sump pumps 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.

State law does provide for an issuance of an inspection warrant, in the event the property owner refuses to cooperate with this inspection process.

The City feels it is very important to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 9, 2004, 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 will range from \$50.00 per month for residential properties with two or less dwelling units to \$1,000 per month for industrial properties and commercial properties 2000 square feet or greater. A grant program is available to residential properties (two or less dwelling units) to assist in the correction of illegal foundation drain cross-connections.

The goal of the City is to remove any source of clear water that may contribute to an infiltration/inflow problem. It is not the intent of the City to unnecessarily cause any legal problems for the owner of the properties in question. If a property owner cooperates with the City by voluntarily allowing an inspection of their property by City representatives, no municipal ordinance citations will be issued by the City for any faults discovered. **The property owner will be required to remove or eliminate the improper connections, but the City will make every effort to provide a reasonable time frame for the property owner to take the necessary steps.**

According to our records, your property receives sewer service within this drainage district. We would accordingly, like to schedule an inspection of your property as described above, at a time and date when a resident representative can meet with an inspector. The resident representative must be at least 18 years of age and familiar with the property history.

**Prior to the inspection appointment, please identify and provide access to any and all floor drains on the lowest level of your residence/business.**

**All properties with improvements (buildings) need to be inspected; including those with or without sump pumps or basements. Any outbuildings with plumbing also need to be inspected.**

Inspections will be scheduled at 20-minute intervals, weekdays from 7:20 A.M. until 5:00 P.M. during the following weeks:

March 16 - 20, 2015

March 23 - 27, 2015

**Beginning on March 9, 2015, please call to personally schedule your appointment. The number to call is (920) 967-3610.** Our office hours are 8:00 A.M. to 4:00 P.M., Monday through Friday. We will make every effort to conduct the inspection at a time and date you request.

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

Sincerely,



Tim J. Montour  
Engineering Supervisor

MR/TM/tjm

C: Mayor Merkes  
Common Council (Communication)