



City of Menasha • Department of Public Works

April 1, 2015

«Owner»
«Owner_Address»
«City», «State» «Zip»

«Parcel_Full_Address»

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

In March of 2015 a letter was sent requesting that you contact our office to schedule an appointment to inspect your property. 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 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. Commercial properties 2000 square feet or greater will be billed \$1000 per month. Please refer to enclosed Ordinance for the rate that would apply to your property. You will be billed the respective 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 contact this office at 920-967-3610 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 5:00 PM. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes. **Prior to your scheduled inspection, please have all floor drains on the lowest level identified and accessible.**

To avoid the sewer user surcharge, please arrange to have your property inspected.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosure

C: Mayor Merkes
Common Council (Communication)

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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:

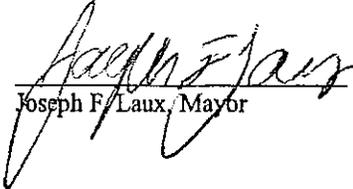
- (k)
 - a. The Director of Public Works shall notify the Finance Department to levy the surcharge when necessary.
 - b. The Director of Public Works or his/her designee shall notify the property owner and resident that such surcharge will be levied. At least one such notice shall be by registered mail, 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:

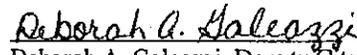
(l) The provisions of sec. 9 - 3 - 11 (i) - (k) are in addition to any other enforcement provisions provided for in sec. 9 -3.

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

Passed and approved this 7th 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.

Parcel Full Address	Owner	Owner Address	City	State	Zip
	206 Club, Inc	64 Racine St	Menasha	WI	54952
RE: 624 Third St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
RE: 209 Appleton St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
RE: 528 First St	Annamarie Kufahl	E4452 County Hwy EE	Weyauwega	WI	54983
RE: 300 De Pere St	Applied Business Models, LLC	790 Sundial Ln	Neenah	WI	54956
RE: 212 Racine St	Archland Property I LLC	18 Jewelers Park Dr	Neenah	WI	54956
RE: 101 Racine St	As U Wish, LLC	W8875 Steffen Ln	Hortonville	WI	54944
RE: 446 Second St	Beem Management Group, LLC	3232 S Solitude LN	Appleton	WI	54915
RE: 204 Racine St	Beem Management Group, LLC	3232 S Solitude LN	Appleton	WI	54915
	Benjamin Gill	163 Marina Pl	Menasha	WI	54952
RE: 225 Main St	Bergstrom Properties, INC	One Neenah Center Ste 7	Neenah	WI	54956
	Brian Bert	108 Appleton St	Menasha	WI	54952
RE: 109 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
RE: 105 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
	Brian Hameister	428 Second St	Menasha	WI	54952
	Brian Madrigal	536 Third St	Menasha	WI	54952
RE: 432 Broad St	Broad Solutions LLC	W1233 Ortlepp Rd	Hilbert	WI	54129
	Carol Walter	604 Second St	Menasha	WI	54952
	Carolyn Beyer	628 Second St	Menasha	WI	54952
	Carrie Burd	616 3rd St	Menasha	WI	54952
	Charles Meyers	522 Broad St	Menasha	WI	54952
	Charlie Cross	204 Main St	Menasha	WI	54952
RE: 520 First St	Christopher Jacob	9588 Manu Rd	Fremont	WI	54940
RE: 442 Second St	Clair Hassell	1833 Pershing Rd	New London	WI	54961
	Curt Christensen	518 Third St	Menasha	WI	54952
	Curtis Revocable Living Trust	532 Third St	Menasha	WI	54952
	Daniel Coonen	412 Broad St	Menasha	WI	54952
	Daniel Pamerter	165 Main St	Menasha	WI	54952
RE: 508 Second St Unit A	Daniel Zelinski	647 Paris St	Menasha	WI	54952
RE: 647 Third St	David Gerarden	PO Box 171	Neenah	WI	54957
RE: 644 Second St	David Gerarden	209 Congress St	Neenah	WI	54956
	David Gruenwald	165 Marina Pl	Menasha	WI	54952
	Debra Madrigal	424 Second St	Menasha	WI	54952
	Diane Simon	532 Broad St	Menasha	WI	54952
RE: 234 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
RE: 240 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
RE: 404 Broad St Unit A	Duane Brandt	238C Kamps Street	Combined Locks	WI	54113
RE: 537 First St Unit A	Duane Brandt	238C Kamps Street	Combined Locks	WI	54113
	Eddie Kielcheski	629 Third St	Menasha	WI	54952
	Eduwiges Vera-Estrada	524 First St	Menasha	WI	54952
	Eric Akstulewicz	524 Broad St	Menasha	WI	54952
RE: 403 Third St	F 2 R, LLC	1220 S Webster Ave	Green Bay	WI	54301
RE: 509 Third St	Fairway Associates LLC	5408 Palm Valley Dr S	Harlineen	TX	78552
RE: 508 First St	First LLC	1711 W College Ave	Appleton	WI	54914
RE: 209 Racine St	Fishtail, LLC	3045 Winnipeg St	Menasha	WI	54952
RE: 432 Second St	G.L.W. Investments LLC	2025 N Appleton St	Appleton	WI	54911
	Holly Hoffman	637 Third St	Menasha	WI	54952
RE: 608 Second St	James Orlando	317 Nicolet Blvd	Neenah	WI	54956
	Jason Calkins	413 Second St	Menasha	WI	54952
	Jason Damato	521 Third St	Menasha	WI	54952
	Jason Halverson	504 First St	Menasha	WI	54952
	Jason Peterson	508 Broad St	Menasha	WI	54952
RE: 640 Second St	Jean Verbrick	1785 Dublin Tr #97	Neenah	WI	54956
RE: 415 Third St	Jeff Day and John Garrow, LLC	1080 N Perkins St	Appleton	WI	54914
	Jeffery Campbell	546 First St	Menasha	WI	54952
	Jeffrey Thistle	173 Marina Pl	Menasha	WI	54952
RE: 58 Racine St	Jeffrey Rostas	9 Olde Paltzer Ln	Appleton	WI	54913
RE: 436 Broad St	John J Hohler Trust	362 Hollow Tree Ridge Rd	Darien	CT	6820
	John Sokol	628 Third St	Menasha	WI	54952
RE: 522 First St	Jonathon Grulke	9492 Main Street	Amherst Jct.	WI	54407
RE: 613 Third St	Jose Avella	PO Box 139	Little Chute	WI	54140
	Joseph Zuehlke	175 Marina Pl	Menasha	WI	54952
RE: 89 Milwaukee St	Keen Capital Management, LLC	3011 Rose Moon Way	Neenah	WI	54956
	Kenneth Stern	547 First St	Menasha	WI	54952
	Kevin Lenoble	533 Broad St	Menasha	WI	54952
	Kristen Spindler	157 Marina Pl	Menasha	WI	54952
RE: 190 Main St	Lawrence Bevers	1130 Lakeshore Dr	Menasha	WI	54952
RE: 429 Third St	Mark K. Michel and Joan M. Michel, Trustees of the Mark	1615 Oakridge Rd	Neenah	WI	54956
RE: 427 Third St	Mark K. Michel and Joan M. Michel, Trustees of the Mark	1615 Oakridge Rd	Neenah	WI	54956
	Marques John Holewinski	528 Third St	Menasha	WI	54952
RE: 409 First St	Marvin Adams	N3252 State Hwy 76	Hortonville	WI	54944

	Mary Locher	515 First St	Menasha	WI	54952
RE: 600 Third St	Maximium Enterprise LLC	1529 Meadowbreeze Cir	Neenah	WI	54956
RE: 220 Main St	Menasha Group LLC	N6625 State Rd 57	Plymouth	WI	53073
RE: 222 Main St	Menasha Group LLC	N6625 State Rd 57	Plymouth	WI	53073
RE: 643 Third St	Michelle Dejno	1015 Eden Dr	Neenah	WI	54956
RE: 633 Third St	Miquel Barraza	PO Box 91	Menasha	WI	54952
	Nicholas Corrente	62 Racine St	Menasha	WI	54952
RE: 216 Main St	Otter Creek Associates	PO Box 424	Plymouth	WI	53073
RE: 226 Main St	Otter Creek Associates	PO Box 424	Plymouth	WI	53073
RE: 528 Broad St	Peter Kempf	104 River St	Kaukauna	WI	54130
RE: 429 First St	Pros Properties, LLC	741 Carver Ln	Menasha	WI	54952
	Richard Tucker	213 Appleton St	Menasha	WI	54952
RE: 400 Broad St	RMAS Properties, LLC	400 First St	Menasha	WI	54952
RE: 179 Marina Pl	Robert Biechler	100 Lock Street	Menasha	WI	54952
	Robin Gordon	505 Second St	Menasha	WI	54952
	Robin Sprangers	400 First St	Menasha	WI	54952
	Ryan and Margaret Struve	171 Marina Place	Menasha	WI	54952
	Ryan Beach	617 Third St	Menasha	WI	54952
	Shirley Heinz	621 Third St	Menasha	WI	54952
RE: 614 Second St	Sprangers Investments, LLC	400 First St	Menasha	WI	54952
	St Mary's Congregation	212 Appleton St	Menasha	WI	54952
	Stanley Blesch	511 First St	Menasha	WI	54952
RE: 606 Third St	Steven Wruck	972 Third St	Menasha	WI	54952
	Thomas Almendarez	418 Broad St	Menasha	WI	54952
RE: 543 First St	Thomas Day	N8847 Ush 10/114	Menasha	WI	54952
	Timothy Waters	409 Second St	Menasha	WI	54952
	Tyler Demerath-Clark	509 First St	Menasha	WI	54952
RE: 501 Second St	U.S. Bank, National Association, As Successor Trustee t	4161 Piedmont Pkwy	Greensboro	North Caro	27416
RE: 84 Racine St	US Postal Service	6201 College Blvd Ste 400	Overland Park	KS	66211
	William Ball	505 First St	Menasha	WI	54952
	William Wendt	109 Milwaukee St	Menasha	WI	54952
RE: 212 Main St	Zaibon Property Group LLC	120 N Lake St	Neenah	WI	54956