



July 9, 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**

To Whom It May Concern:

In March, April and June of 2015 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 August 1, 2015, and continuing until such time you contact us for an appointment.**

Please contact this office immediately 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. We ask that an adult representative familiar with the property be available for the inspection. Please identify and have access to all floor drains in the lowest level of the property prior to the inspection.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning August 1, 2015. Please contact me 920-967-3610 if you have any questions.

Sincerely,

Tim J. Montour  
Engineering Supervisor

Enclosure

C: Mayor Merkes  
Common Council (Communication)

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:

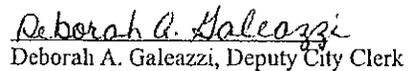
- (l) The provisions of sec. 9 – 3 – 11 (i) – (k) are in addition to any other enforcement provisions provided for in sec. 9 -3.

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.

Parcel Number	Parcel Full Address	Owner	Owner Address	City	State	Zip
730080004		Benjamin Gill	163 Marina Pl	Menasha	WI	54952
710007300		Brian Bert	108 Appleton St	Menasha	WI	54952
710020100		Brian Hameister	428 Second St	Menasha	WI	54952
710032900		Brian Madrigal	536 Third St	Menasha	WI	54952
750022400		Carol Walter	604 Second St	Menasha	WI	54952
740011900		Carrie Burd	616 Third St	Menasha	WI	54952
710026200		Curt Christensen	518 Third St	Menasha	WI	54952
750021300		Eddie Kielcheski	629 Third St	Menasha	WI	54952
710008700		Jason Halverson	504 First St	Menasha	WI	54952
710004600	RE: 436 Broad St	John J Hohler Trust	362 Hollow Tree Ridge Rd	Darien	CT	06820
710004900		Kenneth Stern	547 First St	Menasha	WI	54952
710003500	RE: 409 First St	Marvin Adams	N3252 State Hwy 76	Hortonville	WI	54944
750021000	RE: 643 Third St	Michelle Dejno	1015 Eden Dr	Neeah	WI	54956
710025600		Nicholas Corrente	62 Racine St	Menasha	WI	54952
710010600		Timothy Waters	409 Second St	Menasha	WI	54952
710024500	RE: 212 Main St	Zalbon Property Group LLC	P.O. Box 734	Neeah	WI	54957