City of Saint Paul Sewer Utility Assessment Program
for Repair of Sanitary Sewer Connections

Application for Assessment

As owner of the property listed below, I have reviewed the Assessment Program instructions and agree to the following terms and conditions:

Administration Fee: I will be charged a one-time fee of $60.00 for administration, which will be included in the cost assessed against my property.

Payback period: Sewer repair costs, administrative fees, and interest will be collected through my real estate taxes over a twenty year period. Interest charges will be based on the fixed rate approved by the Saint Paul City Council and is subject to change without notice. The current rate is 5.50%. I may pay the unpaid balance in full at any time during this twenty year period, without penalty.

Waiver of Appeal: **I AGREE TO WAIVE MY RIGHT TO APPEAL THIS ASSESSMENT. I AGREE TO PAY THE CONTRACTOR PROMPTLY UPON RECEIPT OF THE JOINT CHECK ISSUED BY THE CITY. THE CITY IS NOT RESPONSIBLE FOR ANY CHARGES THE CONTRACTOR MAY LEVY FOR FAILURE TO PAY PROMPTLY.**

Damage Awards: If the repair to my sewer service is necessitated by damage resulting from the actions of another party, and I collect compensation from that party, I agree to apply the full amount collected towards the unpaid balance of the assessment.

Property Address: _____

Owner's Name: _____

Owner's Address: _____

Telephone Number: _____

Owner's Signature: _____

Date: _____

Please return this completed "Application for Assessment" form, and at least **three** contractor estimates to:

Sewer Utility
Attn: Lori Lemke
700 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

If you are delinquent on your property taxes, you are not eligible to use the program. The Sewer Utility must verify eligibility before work begins. Call Lori at (651) 266-6230 if you have questions regarding the program. You may also fax or email the completed forms and estimates. Fax number is: 651-298-5621. Email address is: lori.lemke@ci.stpaul.mn.us

City of Saint Paul Sewer Utility Assessment Program
for Repair of Private Sanitary Sewer Connections

Program Information and Instructions

Who is eligible?

- Any property owner who has a defective sanitary sewer connection, **provided that the property owner owes no delinquent taxes on any property in Saint Paul.** Please note that participation in this assessment program is voluntary. Property owners have the option to arrange for private financing.

What are eligible costs?

- Only those costs (parts, labor, restoration, etc.) deemed necessary for the repair of a defective sanitary sewer service.

When is payment due?

- The charges will be paid over a twenty year period, starting the year after the City Council approves the assessment.
- The fixed interest rate is set for the year your assessment is ratified by the City Council and is subject to change without notice. The current rate is 5.50%. An administrative fee of $60 is added to the total cost.
- Payment in full can be made any time prior to end of period, without penalty.
- See back side for an example of how the Assessment Program works.

What forms need to be filled out?

- Before any work is done: an Application Form with at least **three** estimates. This also is a waiver of right to appeal assessment and needs to be signed by the property owner.
- After the work is completed: a Completion Form signed by the property owner with attached final invoice and a Mechanic's Lien Waiver for the work done, signed by the Contractor.

When does the contractor get paid?

- Upon completion of the work and the receipt and approval of all required forms, the Finance Department will process a check made payable to both the property owner and the contractor. The check will then be mailed to the property owner who then signs it over to the contractor. Several weeks should be allowed for this process.

Instructions for property owners:

- Complete the Application for Assessment, and return it to the Sewer Utility with at least **three** written estimates from Licensed House Sewer Contractors who can perform the work. A list of these authorized contractors was included with the application and these instructions.
- Allow several days for the Sewer Utility to verify eligibility of the property owner and review estimates to determine eligible costs.
- The Sewer Utility will notify property owners of approval or denial of their application. If approved, the property owner is directed to proceed with the work.
- The Sewer Utility also notifies the City Real Estate Division of approval. The Real Estate Division then places a "Pending Assessment Notice" on the tax record of that property.
- The property owner then commences work, and upon completion submits to the Sewer Utility a signed Completion Form that includes a final invoice of costs and is accompanied by a completed Mechanic's Lien Waiver from the contractor.
- The Sewer Utility enters the information into the City's finance system. The Finance Department will prepare a check payable to both the property owner and contractor in the amount of the total assessed charges. The check will be mailed to the property owner first. The property owner must endorse the check and immediately mail the check to the contractor. Please note that preparation and delivery of this check could take several weeks.
- The Sewer Utility will then submit that amount to the Real Estate Division to be processed as a special assessment. Please be advised that assessments are prepared for ratification by the City Council. Ratified assessments are then certified to the County, with charges appearing on the property tax statements the following year.

Sewer Assessment Program Example

Invoice Total	Administration Fee	Total Assessment
$4,000.00	$60.00	$4,060.00

Year	Installment	Interest	Payment	New Bal	Int Rate
1	$203.00	$223.30	$426.30	$3,857.00	5.50%
2	$203.00	$212.14	$415.14	$3,654.00	5.50%
3	$203.00	$200.97	$403.97	$3,451.00	5.50%
4	$203.00	$189.81	$392.81	$3,248.00	5.50%
5	$203.00	$178.64	$381.64	$3,045.00	5.50%
6	$203.00	$167.48	$370.48	$2,842.00	5.50%
7	$203.00	$156.31	$359.31	$2,639.00	5.50%
8	$203.00	$145.15	$348.15	$2,436.00	5.50%
9	$203.00	$133.98	$336.98	$2,233.00	5.50%
10	$203.00	$122.82	$325.82	$2,030.00	5.50%
11	$203.00	$111.65	$314.65	$1,827.00	5.50%
12	$203.00	$100.49	$303.49	$1,624.00	5.50%
13	$203.00	$89.32	$292.32	$1,421.00	5.50%
14	$203.00	$78.16	$281.16	$1,218.00	5.50%
15	$203.00	$66.99	$269.99	$1,015.00	5.50%
16	$203.00	$55.83	$258.83	$812.00	5.50%
17	$203.00	$44.66	$247.66	$609.00	5.50%
18	$203.00	$33.50	$236.50	$406.00	5.50%
19	$203.00	$22.33	$225.33	$203.00	5.50%
20	$203.00	$11.17	$214.17	$0.00	5.50%
Totals	**$4,060.00**	**$2,344.65**			

Total Assessment after 20 years $4,060.00 + $2,344.65 = $6,404.65

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Completion Form

Request for Assessment: The work has been completed to my satisfaction. I request the Sewer Utility to pay the attached invoice and assess the costs of this work against my property. I understand that the City does not warrant the work done by my contractor. I further understand that contractual relationships between property owners and contractors do not include the City and so questions relating to the sewer work done must be directed to my contractor.

Administration Fee: I understand that the assessed charge against my property for this work will include a one-time fee of $60.00 to process this assessment.

Payback period: I understand that the contractor's cost and City administrative fee will be collected through real estate taxes over a twenty year period. Interest charges will be based on the fixed rate approved by the Saint Paul City Council and is subject to change without notice. The current rate is 5.50%. I also understand that I may pay the unpaid assessed balance in full at any time during this twenty year period without penalty.

Mechanic's Lien Waiver: I understand that I need to submit a completed Mechanic's Lien Waiver, signed by the contractor, with this form.

Waiver of Appeal: As owner of the property listed below, I agree to waive my right to appeal this assessment.

Date: _____

Contractor's Name _____

Contractor's Address _____

Amount of Invoice $_____

Property Address _____

Owner's Name _____

Owner's Address _____

Telephone Number _____

Owner's Signature _____

Please fill out and return the "Completion Form", the "Waiver of Mechanics' Lien Rights" form, and also a copy of the contractor's final invoice to:

Sewer Utility
Attn: Lori Lemke
700 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

Please call Lori at (651) 266-6230 if you have questions. You may also fax or email this form. Fax number is: 651-298-5621. Email address is: lori.lemke@ci.stpaul.mn.us

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Waiver of Mechanics' Lien Rights

The Undersigned hereby waives all rights acquired by the Undersigned to file or record mechanic's liens against property for labor, skill or material furnished to effect repairs at property address.

The Undersigned acknowledges having received payment of $_____ from property owner participating in the City of Saint Paul's Assessment Program for Repair of Sanitary Sewers, as full and final payment for all labor, skill and material furnished to effect said repairs.

(If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner)

Property Address: _____

Property Owner: _____

Date: _____

By: _____

Title: _____

Company Name: _____

Address: _____

_____

All lines need to be filled in. Check is made out to "By" and to "Property Owner". Payment amount needs to match final invoice amount.

Return this form, along with the Completion Form and a copy of the contractor's final invoice to:

Sewer Utility
Attn: Lori Lemke
700 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

Please call Lori at (651) 266-6230 if you have questions. You may also fax or email this form. Fax number is: 651-298-5621. Email address is: lori.lemke@ci.stpaul.mn.us

ASSESSMENT PROGRAM
CITY OF SAINT PAUL / LICENSED HOUSE DRAIN CONTRACTORS

Sewer Utility
(651) 266-6234

Advanced Utilities
650 Gosiwin Ave, Apt 651
Mahtomedi, MN 55115
(651) 426-7232

Bevlor Utilities Inc.
7522 155th Avenue
Forest Lake, MN 55025
(651) 464-1035

Capra's Utilities Inc.
2370 Leibel Street, Ste 107
White Bear Lake, MN 55110
(651) 762-2500

Carlson Sewer & Water Company SR
921 Western Avenue North
Saint Paul, MN 55117
(651) 488-3051

Commercial Utilities, Inc. SR
1146 Seventh Street East
Saint Paul, MN 55106
(651) 774-0330

Curella Company SR
1146 Seventh Street East
Saint Paul, MN 55106
(651) 774-0330

Dahn Construction Co. SR
13135 Doyle Path East
Rosemount, MN 55068
(651) 480-1911

Doboszenski & Sons Inc
9520 Cty Rd 19
Loretto, MN 55357
(763) 478-6945

Grant Utilities, Inc. SR
553 Como Avenue
Saint Paul, MN 55103
(651) 793-5251

Meyer Contracting Inc.
2812 Anthony Ln. So. Ste 310
Minneapolis, MN 55418-3218
(612) 781-1444

Nord Excavating
15265 209th Ave NW
Elk River, MN 55330
(763) 263-0501

Pete's Water and Sewer SR
800 Lowry Avenue NE
Minneapolis, MN 55418
(612) 789-6162

Piperight Plumbing
4029 Penrod Lane NE
Saint Anthony, MN 55421
(612) 789-0836

Roto Rooter SR
99 5th Avenue, Suite 200
New Brighton MN 55112
(651) 638-9990

Ryan Plumbing & Heating Co.
811 University Avenue West
Saint Paul, MN 55104
(651) 224-4771

Specktacular Company Inc.
5595 270th St. E.
Elko, MN 55020
(952) 461-5255

Webster Company Inc. SR
PO Box 17124
Saint Paul, MN 55117-0124
(651) 776-2733

SR - Also Does Sandrock Work

The plumbing and house drain contractors on this list have agreed to perform their video sewer inspections according to the Saint Paul Televising Specifications. All are area code 651 unless specified.

All Ways Drains	458-5052
Centerpoint Energy	612-333-6466
D. C. Annis	209-0275
Drain King	763-786-3000
Grant Utilities	793-5251
Professional Drain Service	436-1442
Roto Rooter	638-9990

Typical cost of the procedure is $175 to $275. **Please call several contractors for price quotes as they may vary.** If needed, there may be additional costs for sewer cleaning prior to the inspection. If your sewer service is in need of repair, be sure to request a copy of the video tape/DVD for your use. It can then be shown to house drain contractors for a more accurate bid on your repair.

Please Note: We do not make any referrals. You may find additional contractors who provide this service in the yellow pages listed under Plumbing Contractors, Plumbing Drains & Sewer Cleaning, Sewer Contractors & Cleaners, and Sewer Inspections.

St. Paul Televising Specifications: The video tape/DVD should be in color, have audio stating your address, show digital foot measurements, have adequate lighting, and be slowly paced. Suggested speed would be one foot per second or slower. This will enable the house drain contractor to see problem areas better.

If you have questions regarding your sewer service or need sewer records, please call the Service Desk at 651-266-6234.

City of Saint Paul
Public Works/Sewer Utility Division
25 W. 4th Street, 700 City Hall Annex
Saint Paul, MN 55102

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