City of Saint Paul Sewer Assessment Program Packet

Program Information and Instructions

Who is eligible?

- Any City of Saint Paul property owner who owes **no delinquent taxes** on a property in need of any of the following work done.
  - Repair of an existing sanitary sewer service.
  - Replacement of an abandoned or removed sanitary sewer service that is or was located along the alignment of a previously functioning sanitary sewer service. Please note that this program cannot be used for the construction of a new sanitary sewer service along an alignment that previously did not have a functioning sanitary sewer service.
  - Disconnection of a rainleader.
  - Rerouting of a private storm sewer service from the City's sanitary sewer system to the City's storm sewer system.

  Participation in this program is voluntary. Property owners have the option to arrange for private financing. Feel free to call the Sewer Utility at 651-266-6234 to verify that you qualify to use this program.

What are the eligible costs?

- Only costs (parts, labor, restoration, etc.) deemed necessary for performing any of the work listed above.

What forms need to be filled out and returned to the Sewer Utility?

- Before any work is done, the following must be submitted to the Sewer Utility for review and approval:
  - An application form (included in this sewer assessment packet) signed by the property owner.
  - At least one (preferably three) estimates. A list of licensed sewer contractors who are authorized to perform this type of work is included in this sewer assessment packet. Please call them for estimates.
  - Contact the Sewer Utility by phone at 651-266-6234 to discuss your estimates. Note that the decision of which licensed sewer contractor ultimately performs the work belongs to the property owner.
- After the work is completed, the following must be submitted to the Sewer Utility for processing by the property owner:
  - A Repair Completion form (included in this sewer assessment packet) signed by the property owner.
  - A copy of the final invoice of the work performed by the licensed sewer contractor.

How does the contractor get paid?

- After the work is completed and all required forms are received and approved by the Sewer Utility, the City's Finance Department processes and mails out a check to the contractor on the property owner's behalf (see the included Repair Completion form).

How does the property owner pay for the work done?

- The City's Real Estate Division processes a special assessment for the cost of the work done and sends it to the City Council for ratification. The ratified assessment is then certified to the County, with charges appearing on the property owner's real estate tax statement the following year.
- The current fixed interest rate for this program is 4.15%. This rate is set by the City Council and is subject to change without notice. An administrative fee of $60 is added to the total cost of the work done.
- Through real estate property taxes, the property owner pays the charges (sum of the cost of the work done, $60 administrative fees, and 4.15% interest charges) over a twenty year period, starting the year after the City Council ratifies the assessment.
- Payment in full without penalty can be made any time prior to end of the twenty year period.
- An example of how this program works is included in this sewer assessment packet.

Example of how the Sewer Assessment Charges are Calculated

*NOTE: $4,500 used below is just an example. The cost of your work may cost more or less

Repair Cost	Administration Fee	Total Assessment	Interest Rate
$5,020.00	$60.00	$5,080.00	4.15%

Year	Installment	Interest	Payment	New Balance
1	$254.00	$210.82	$464.82	$4,826.00
2	$254.00	$200.28	$454.28	$4,572.00
3	$254.00	$189.74	$443.74	$4,318.00
4	$254.00	$179.20	$433.20	$4,064.00
5	$254.00	$168.66	$422.66	$3,810.00
6	$254.00	$158.12	$412.12	$3,556.00
7	$254.00	$147.57	$401.57	$3,302.00
8	$254.00	$137.03	$391.03	$3,048.00
9	$254.00	$126.49	$380.49	$2,794.00
10	$254.00	$115.95	$369.95	$2,540.00
11	$254.00	$105.41	$359.41	$2,286.00
12	$254.00	$94.87	$348.87	$2,032.00
13	$254.00	$84.33	$338.33	$1,778.00
14	$254.00	$73.79	$327.79	$1,524.00
15	$254.00	$63.25	$317.25	$1,270.00
16	$254.00	$52.71	$306.71	$1,016.00
17	$254.00	$42.16	$296.16	$762.00
18	$254.00	$31.62	$285.62	$508.00
19	$254.00	$21.08	$275.08	$254.00
20	$254.00	$10.54	$264.54	$0.00
Totals	**$5,080.00**	**$2,213.61**	**$7,293.61**	

Please Note: These figures are not 100% accurate, but the dollar amounts will be close because the 1st year is prorated according to the date that the assessment is approved by the City Council.

Revised 3/7/16

City of Saint Paul Sewer Assessment Program

Application for Sewer Assessment

As owner of the property listed below, I have reviewed the Sewer 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: Cost of work performed, 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 4.15%. 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 SIGN AND SUBMIT THE REPAIR COMPLETION FORM PROMPTLY UPON COMPLETION OF MY SEWER REPAIR WORK. THE CITY WILL NOT BE RESPONSIBLE FOR ANY CHARGES THE LICENSED SEWER CONTRACTOR MAY LEVY FOR FAILURE TO RECIEVE PAYMENT PROMPTLY DUE TO THE PROPERTY OWNER NOT SUBMITTING ALL REQUIRED DOCUMENTS ON TIME.**

Damage Awards: If the work performed was 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: _____
(Location where work was performed)

Owner's Name (print): _____

Owner's Signature: _____

Owner's Address: _____
(If different from property address)

Telephone Number: _____

Date: _____

Please return this completed "Application for Sewer Assessment" form, and at least one (preferably three) contractor bids to:

St. Paul Sewer Utility
700 City Hall Annex
25 W 4th St
St. Paul, MN 55102

May also be faxed or emailed.
Fax number: 651-298-5621
Email address: PW-SewerAssessment@ci.stpaul.mn.us

If you are not delinquent on your property taxes, you are eligible to use the program. Please call Sewer Utility at (651) 266-6234 for questions.

Revised 3/7/16

City of Saint Paul Sewer Assessment Program

Repair Completion Form

TO BE FILLED OUT BY PROPERTY OWNER ONLY
(Call 651-266-6234 if you have questions)

Request for Assessment: **I request that the Sewer Utility pay the attached invoice of $ _____ because sewer repair work has been completed to my satisfaction.**

Property Address: _____
(Location where work was performed)

Owner's Name (print): _____

Owner's Signature: _____

Owner's Address: _____
(If different from property address)

Owner's Telephone Number: _____

Date work was performed: _____

Name of Company who performed the work: _____

Address of Company who performed the work: _____

_____

Phone number of company who performed the work: _____

I understand that the costs of this work will be assessed against my property and 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 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, the City administrative fee, and interest charges 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 4.15%. I also understand that I may pay the unpaid assessed balance in full at any time during this twenty year period without penalty.

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

Please return this filled out form, along with a copy of the contractor's final invoice to:

St. Paul Sewer Utility,
700 City Hall Annex,
25 W. 4th St.
St. Paul, MN 55102.

May also be faxed or emailed:
Fax number: 651-298-5621; Email address:
PW-SewerAssessment@ci.stpaul.mn.us

Revised 3/7/16

Private Sewer Service Televisor List

The plumbing and licensed sewer contractors on this list have agreed to perform their video sewer inspections according to the City of Saint Paul Televising Specifications.

Please Note: The Sewer Utility does 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.

THE LIST BELOW IS FOR COMPANIES THAT TELEVISE SEWERS.

Please visit www.stpaul.gov/sewers for a list of Licensed House Drain Contractors

M & B Services	651-248-1697
Grant Utilities	651-793-5251
McQuillan Bros.	651-292-0124
Drain King	763-786-3000
All Ways Drains	651-458-5052
Midway Sewer Service Co. of St. Paul	651-698-4033
JMJ Sewer Services	612-245-0028
Mr. Rooter	763-551-0555
Roto Rooter	651-638-9990
Twin City Drain	612-987-8199
Benjamin Franklin Plumbing	651-222-1551

Because the price of televising your private sewer service can vary, please call several contractors for price quotes. If your private sewer service is in need of repair, be sure to request a copy of the video for your use. Licensed sewer contractors can use the video to provide you a more accurate bid for your repair.

St. Paul Televising Specifications: The video should be in color, have audio stating the date and address (can also be typed in), show digital foot measurements, have adequate lighting, and be slowly paced. Suggested speed should be one foot per second or slower so that the licensed sewer contractor can better see problem areas.

If you have questions regarding your private sewer service or need sewer records, please call the Sewer Utility 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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CITY OF ST PAUL / SEWER ASSESSMENT PROGRAM

LICENSED HOUSE SEWER CONTRACTORS

Capra's Utilities Inc	(651) 762-2500	
2340 Leibel St		CIPP
White Bear Lake MN 55110		

Commercial Utilities Inc	(651) 774-0330	
1146 7th St E		
St Paul MN 55106		SR

Curella Company	(651) 774-0330	
1146 7th St E		
St Paul MN 55106		SR

Grant Utilities Inc	(651) 793-5251	
553 Como Ave		CIPP
St Paul MN 55103		SR

Jacon LLC	(651) 200-4174	
3580 Centerville Rd		
Vadnais Heights MN 55127		

M & B Services LLC	(651) 248-1697	
25817 Goldfinch Ave		CIPP
Wyoming MN 55092		SR

Mr. Rooter	(763) 551-0555	
5155 E River Rd Ste 412		CIPP
Fridley MN 55421		

Piperight Plumbing	(612) 789-0836	
10710 Mississippi Blvd NW		
Coon Rapids MN 55433		

Roto Rooter	(651) 638-9990	
99 5th Ave NW Ste 200		CIPP
New Brighton MN 55112		

Benjamin Franklin Plumbing	(651) 222-1551	
1424 3rd St N		CIPP
Minneapolis MN 55411		

Larson Contracting Inc	(651) 770-2338	
4410 Grafton Ave N		
Oakdale MN 55128		

Key

CIPP: Includes Cure-In-Place Pipelining

SR: Includes Sandrock Tunnel Repair

Revision 3/15/2016

Sewer Utility

(651) 266-6234