



FINANCE COMMITTEE

Monday, September 22, 2025 4:30 PM
Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the September 8, 2025, meeting
 - B. Update on Rate Study: Midwest Assistance Program (MAP) Memorandum of Understanding providing wastewater rate services
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, September 8, 2025 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the September 8, 2025, meeting to order at 4:31 p.m. A quorum was present.

Members Present: Chair Douglas Wylie, Philip Wassmer, Michael Lee and Dean Katerndahl

City Staff Present: Deputy City Administrator Bryan Kidney, Assistant City Administrator Jeffery Rhodes, Public Works Director Dan Harper (via videoconference), City Attorney John Mautino (via videoconference), Parks & Recreation Director Brittanie Propes, Finance Director Cindy Gray, City Clerk Melissa McChesney, and Deputy City Clerk Karla Shewell

2. Financial Updates

3. Action Items

A. Approve the minutes for the August 25, 2025, meeting

Philip Wassmer moved to approve the minutes for the August 25, 2025, meeting. Dean Katerndahl seconded; motion passed 4-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

Bryan Kidney, Deputy City Administrator, provided information about financial reports, including a sewer rate study request for qualifications, and a stormwater study.

Discussion focused on the status of City Hall maintenance projects since the renewal of the temporary tax levy failed at the August election.

7. Adjourn

Chair Wylie adjourned the meeting at 4:43 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE

Policy Report

Date: September 19, 2025

Prepared By:
Bryan Kidney, Deputy City Administrator

Reviewed By:
Alexa Barton, City Administrator

ISSUE:

Update on Rate Study: Midwest Assistance Program (MAP) Memorandum of Understanding providing wastewater rate services

BACKGROUND:

As part of the Parkville Sewer Fund – Corrective Action plan, staff has been addressing Section 4: Future Sewer Rate Study. Several actions have been undertaken to ensure that the City establishes a reliable framework for evaluating and adjusting sewer rates in the future.

Staff first requested a proposal from a firm that specializes in utility rate studies. The proposed amount for this work was considered too high given the relative simplicity of Parkville’s sewer system. Following this, staff issued an official Request for Qualifications (RFQ), which generated four responses. Upon review, staff found that all four respondents were highly qualified and fully capable of providing the study. However, the approaches outlined by these firms appeared to involve significantly more work than staff felt was necessary for Parkville’s straightforward system.

In light of this, staff engaged in discussions with the Midwest Assistance Program (MAP), a nonprofit technical assistance provider specializing in rural and small community infrastructure systems. Although Parkville is not considered rural, the size of the sewer system falls within MAP’s guidelines for a small community, and therefore qualifies for their services. These discussions have resulted in the City requesting a draft Memorandum of Understanding (MOU) for MAP to provide wastewater rate study services to the City of Parkville. At the time of this memo, a copy of the draft MOU has not yet been provided to the City.

MAP is a nonprofit organization funded primarily through federal and state grants. As such, the wastewater rate study will be performed at no cost to the City of Parkville.

The proposed MOU is expected to outline MAP’s role in:

- Conducting a comprehensive analysis of the City’s current sewer rates.
- Evaluating long-term sustainability of the sewer fund.
- Providing recommendations for rate adjustments to support both operations and future capital needs.

This collaboration will ensure the City has a clear, data-driven process for maintaining financial stability within the sewer fund while meeting regulatory and community needs. Importantly, pursuing this partnership with MAP provides the same technical expertise as private firms at no cost, representing a significant financial benefit to the City compared to the higher-cost proposals initially received.

STRATEGIC GOAL(S):

- Infrastructure and Public Facilities

BUDGET IMPACT:

The cost of the project will be minimal due to the non-profit nature of MAP. There will be additional costs associated with the City Engineer and Financial Advisor in providing data to MAP. Staff anticipates these costs to be under \$10,000. The Sewer Fund includes \$40,000 for engineering fees in line-item 30-501.08-03-00 on page 67 of the 2025 Budget.

ALTERNATIVES:

STAFF RECOMMENDATION:

Staff recommends proceeding with negotiation of a Memorandum of Understanding with Midwest Assistance Program (MAP) to provide wastewater rate services with final approval at a future Board of Aldermen meeting.

POLICY:

SUGGESTED MOTION:

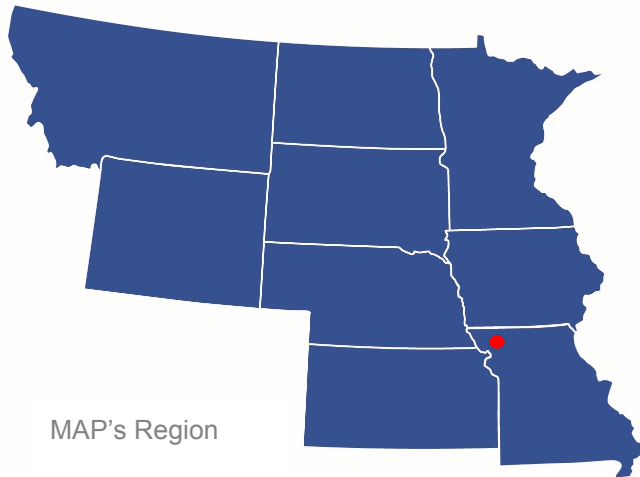
ATTACHMENTS:

1. MAP Brochure



Supporting communities with drinking water, wastewater & solid waste since 1979.

Midwest Assistance Program, Inc. (MAP) the Midwest RCAP, assists rural drinking water, wastewater and solid waste utilities in finding solutions to their infrastructure needs. MAP works to build financial, managerial and operational capacity with hundreds of communities and tribal nations in a nine-state region each year.



MAP's Region

ABOUT US

Since 1979, the Midwest Assistance Program, Inc. (MAP) has been helping rural utilities in Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.

MAP is a member of the Rural Community Assistance Partnership (RCAP). For more information and resources go to www.rcap.org.

MAP is funded by various federal, regional and state grants and contracts, which often allows a majority of services to be provided at no cost to the community.

Through MAP's individualized support, rural communities, tribal nations, water and wastewater districts, homeowners associations, lake associations and other small utilities find solutions to sustain infrastructure in a safe and compliant manner while revitalizing the communities.

MAP's professional and competent staff are committed to the strength and future vitality of rural America.

OUR MISSION

Midwest Assistance Program, Inc. is dedicated to helping rural communities improve their environment, quality of life and achieve self-sustainability.

CONTACT US

Midwest Assistance Program, Inc.
309 E Summit Drive
Maryville, MO 64468
Phone: 660-562-2575
E-mail: map@map-inc.org
Website: www.map-inc.org

INFRASTRUCTURE DEVELOPMENT

Assistance through the process of utility upgrades, repairs, replacements and new infrastructure.

- Review needs and set priorities
- Assess funding options and provide support through the application process
- Secure an engineer
- Meet regulatory and funding agency requirements
- Support community/stakeholder communication and education
- Develop operational manuals, asset management plans and budgets

MANAGEMENT & FINANCE

Assist with management policies and procedures, bookkeeping, record keeping, budgeting, reporting and asset management.

- Financial reporting and managerial tools (i.e. Owner's Manual, USDA RD loan reporting)
- Meet or increase managerial and financial capacities
- Conduct legal meetings and ordinance development
- Energy audits, rate setting and analysis
- Compliance and environmental health requirements oversight

SOURCE WATER PROTECTION

Provide comprehensive assessments and protection plans including mapping, delineation of effected area, contaminant inventory, identification and mitigation of susceptibility.

OPERATIONS AND MAINTENANCE



Work with utilities to improve, establish and troubleshoot system operations and maintenance. Update and create operational manuals, system maps, asset management plans, sample site plans, emergency response plans, complete Consumer Confidence Reports, public notification and violation resolution. Provide operator training to obtain and retain certification.

SOLID WASTE

Improve solid waste operations and/or develop solid waste plans and programs.

- Assist with transfer station operations or closure
- Develop recycling programs and education on solid waste
- Recycling, disposal of medications, composting, yard waste and hazardous disposal waste ordinances/policies, rate analysis
- Assistance with permitting and contract services
- Assist with applications for equipment and facilities

GIS

GIS basic mapping, data collection and asset management, production of maps and GIS training of system staff. Additional on-going services may be fee for service.

PRIVATE WELL ASSESSMENTS

MAP staff will conduct a personalized assessment of your private well.

TRAINING

MAP will provide expert training focused on meeting the needs of your community. We have training programs specifically for board members, council members, city clerks and operators.

Examples of training:

- Operator certification
- Board responsibilities & oversight
- SDWA, NPDES, CWA rules and regulations
- Clerk training
- Private well training for homeowners and professionals
- Operations and maintenance
- One-on-one system specific training

DISASTER/EMERGENCY MANAGEMENT

Provide direct assistance in completing vulnerability assessments and emergency response plans. Improve emergency response capabilities, reduce risk and mitigate vulnerabilities.

FEE FOR SERVICE

For entities that do not fall within the parameters of our grants & contracts, MAP will negotiate a task driven contract for an agreed upon fee.

Examples include:

- Backflow
- Income surveys
- Environmental reports

