



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
OCTOBER 20, 2025
6:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. Service Award - Shaylee Broockerd - 5 years**
 - B. Service Award - Samantha Brown - 5 years**
 - C. Service Award - Grant Purkey - 5 years**
 - D. Buckle Up Phone Down Day Proclamation**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen Minutes - Regular Meeting - September 15, 2025**
 - B. Board of Aldermen Minutes - Work Session - September 15, 2025**
- 5. Agenda Items**
 - A. Council Bill 61: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF MICHELLE HART TO THE BOARD OF ZONING ADJUSTMENT.**
 - B. Council Bill 62: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF CHERYL BUSH TO THE PLANNING AND ZONING**

COMMISSION.

- C. PUBLIC HEARING: Code Amendments Pertaining to Complete Streets**
This item is being continued to the December 1, 2025, Board of Aldermen meeting.
 - D. PUBLIC HEARING: Special Use Permit for Packaging, Processing, and Warehousing in the Service Business (C-2) District and a Preliminary Development Plan for JBQ Meats on property located at 2000 N. Commercial Street**
 - E. Council Bill 63: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A SPECIAL USE PERMIT FOR PACKAGING, PROCESSING, AND WAREHOUSING IN THE SERVICE BUSINESS (C-2) DISTRICT AND A PRELIMINARY DEVELOPMENT PLAN FOR JBQ MEATS ON PROPERTY LOCATED AT 2000 N. COMMERCIAL STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.**
 - F. PUBLIC HEARING: Special Use Permit for RV and Boat Storage on land located at 1640 W Mechanic Street**
 - G. Council Bill 64: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A SPECIAL USE PERMIT FOR RV AND BOAT STORAGE ON PROPERTY LOCATED AT 1640 W. MECHANIC STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.**
 - H. Council Bill 65: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING MUNICIPAL CODE CHAPTER 135 REGARDING PURCHASING APPROVALS AND SECTIONS 135.220 AND 135.230 REGARDING THE REGULATIONS FOR PURCHASING LEVELS WITHIN THE CITY'S PURCHASING POLICY**
 - I. Council Bill 66: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2025 THROUGH DECEMBER 31, 2025, AND ESTABLISHING AN EFFECTIVE DATE.**
- 6. Aldermen and Committee Reports**
 - 7. Report from the City Administrator**
 - A. September 2025 Municipal Court Report**
 - 8. Questions from the Media**
 - 9. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 17th day of October, 2025.

Daniel Barnett, City Clerk

Public participation during regular meetings of the Board of Aldermen shall be limited to those who have submitted a completed agenda request form. 2 Each person wishing to address the Board during regular meetings of the Board of Aldermen on a topic not on the agenda shall submit a completed agenda request form five (5) business days prior to the meeting the person wishes to address the Board. If the agenda request concerns a complex issue requiring staff research time, the opportunity to address the Board may be moved to a future meeting instead of the meeting immediately following the submission of the agenda request form. 3. Those that have submitted a completed agenda request form shall be limited to three (3) minutes to address the Board, this time cannot be yielded to another person and this time may be extended in three (3) minutes increments only upon a majority vote of the members of the Board of Aldermen, with each additional three (3) minute increment requiring an additional majority vote of the members of the Board of Aldermen.

Presented by the Mayor and the Harrisonville Board of Aldermen to

Shaylee Broockerd

In Grateful Appreciation for

5 Years

Of Dedicated Service to



October 20, 2025

Mike Zaring, MAYOR

Presented by the Mayor and the Harrisonville Board of Aldermen to

Samantha Brown

In Grateful Appreciation for

5 Years

Of Dedicated Service to



October 20, 2025

Mike Zaring, MAYOR

Presented by the Mayor and the Harrisonville Board of Aldermen to

Grant Purkey

In Grateful Appreciation for

5 Years

Of Dedicated Service to



October 20, 2025

Mike Zaring, MAYOR

“BUCKLE UP, PHONE DOWN”
October 29, 2025

WHEREAS, the Missouri Department of Transportation and the Missouri Coalition for Roadway Safety are challenging the community to buckle up and put your phone down; and

WHEREAS, the challenge is simple: when you get into any vehicle, buckle your safety belt and, if you are the driver, put your cell phone down; and

WHEREAS, over 62% of fatalities in 2024 Missouri traffic crashes were unbuckled; up 2% from 2023; and

WHEREAS, traffic crashes are the leading cause of death for people between the age of 15 and 20, with distracted driving being one of the primary causes; and

WHEREAS, by buckling up and putting your phone down, you will do your part to help make Missouri’s roads safer and save lives; and

WHEREAS, approximately 70% of drivers using cell phones in Missouri traffic crashes were 22 years of age or older; and

WHEREAS, it is time to join the movement and stand up and be counted. Take the challenge at www.modot.org/BuckleUpPhoneDown ARRIVE ALIVE!

NOW THEREFORE, I, Mike Zaring, Mayor of Harrisonville, Missouri do hereby proclaim, Friday, October 29, 2025, as: “Buckle Up, Phone Down” Day in Harrisonville, and encourage all citizens to take the “Buckle Up, Phone Down” Challenge and learn more about the risks associated with cell phone use and not buckling up while driving.



Mike Zaring, Mayor



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
SEPTEMBER 15, 2025
6:00 PM**

1. Call to Order

The meeting was called to order at 6 PM by Mayor Mike Zaring.

A. Pledge of Allegiance

B. Roll Call

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Remote	
Sandy Franklin	Harrisonville	Board Member	Present	
Larry Pfautsch	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Excused	
Dave Doerhoff	Harrisonville	Board Member	Remote	
Marcia Milner	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Kile Chaney	Harrisonville	Board Member	Excused	
Mike Zaring	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, City Attorney Alex Felzien, Assistant City Administrator Jeremy Smith, Economic Development Director Jim Clarke, Police Chief Darla Harris, Fire Chief Rusty Sullivan, Parks Director Grant Purkey, Public Works Superintendent Matt Carver, Executive Secretary to the City Administrator Theresa West, City Engineer Carl Brooks, Police Lieutenant Brian Kincaide, Police Lieutenant Tim Mikelson, Police Sergeant Brendan Rinehart, Police Sergeant Jeremiah Jacobs, Police Corporal Mikala Krantz, Chris Hagan and Alex Rausch of 2A Marketing and City Clerk Daniel Barnett – recording.

2. Ceremonial Matters

A. Service Award - Makayla Krantz - 5 years

Mayor Zaring thanked Corporal Krantz for her service to the Harrisonville Community.

Police Chief Harris spoke about the benefit Corporal Krantz has been to the Harrisonville Police Department.

3. Public Participation

None.

4. Approval of Minutes

A. Board of Aldermen Minutes - Regular Meeting - September 2, 2025

RESULT: Passed
MOVER: Alderman Gary Davidson
SECONDER: Larry Pfautsch
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

B. Board of Aldermen Minutes - Work Session - September 2, 2025

RESULT: Passed
MOVER: Alderman Sandy Franklin
SECONDER: Marcia Milner
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

5. Agenda Items

A. Council Bill 57: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO CONDUCT THE ANNUAL DESTRUCTION OF RECORDS, IN ACCORDANCE WITH THE STATE OF MISSOURI RECORD RETENTION SCHEDULES.

Staff report presented by City Clerk Barnett.

Barnett reminded the Board about the City's responsibility to maintain records in compliance with the requirements of the Secretary of State's Office for the State of Missouri.

Upon passage, Mayor Zaring designated the resolution to be Resolution number 2025-25.

RESULT: Passed
MOVER: Alderman Gary Davidson

SECONDER: Larry Pfautsch
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

B. Council Bill 58: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF AMANDA STITES AS A FULL MEMBER ON THE BOARD OF ZONING ADJUSTMENT

Mayor Zaring said he would like to appoint Mrs. Amanda Stites as a full member of the Board of Zoning Adjustment.

Upon passage, Mayor Zaring designated the resolution to be Resolution number 2025-26.

RESULT: Passed
MOVER: Alderman Marcia Milner
SECONDER: Gary Davidson
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

C. Council Bill 59: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF APRIL MCLAUGHLIN AS AN ALTERNATE MEMBER OF THE BOARD OF ZONING ADJUSTMENT.

Mayor Zaring said he would like to appoint Ms. April McLaughlin as an alternate member of the Board of Zoning Adjustment.

Upon passage, Mayor Zaring designated the resolution to be Resolution number 2025-27.

RESULT: Passed
MOVER: Alderman Marcia Milner
SECONDER: Sandy Franklin
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

D. Council Bill 60: RESOLUTION OF THE HARRISONVILLE BOARD OF ALDERMEN TO APPOINT THE DIRECTOR OF PUBLIC WORKS AS A DIRECTOR OF THE MISSOURI JOINT MUNICIPAL ELECTRIC UTILITY

COMMISSION AND TO APPOINT THE ASSISTANT CITY ADMINISTRATOR AS AN ALTERNATE DIRECTOR OF THE SAME ORGANIZATION.

Staff report presented by Assistant City Administrator Smith.

Smith said the resolution allows the City to maintain its voting rights within the organization.

Upon passage, Mayor Zaring designated the resolution to be Resolution number 2025-28.

RESULT: Passed
MOVER: Alderman Sandy Franklin
SECONDER: Marcia Milner
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

E. Council Bill 55: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A FINAL PLAT FOR PARKWOOD EAST, LOTS 72A, 128A, 129A, 133A – 137A, 142A, AND 143A LOCATED SOUTH OF BLUEBERRY DRIVE AND EAST OF JAMES STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.

City Attorney Felzien read the ordinance for the second time.

City Administrator Ratliff said no additional comments or concerns had been brought forward for the project.

Upon passage, Mayor Zaring designated the ordinance to be Ordinance number 3745.

RESULT: Passed
MOVER: Alderman Larry Pfautsch
SECONDER: Sandy Franklin
AYES: Bill Mills, Larry Pfautsch, Gary Davidson, Dave Doerhoff, Marcia Milner, Sandy Franklin
EXCUSED: Kiley Chaney, Matt Turner

6. Aldermen and Committee Reports

Alderman Doerhoff congratulated Mikala Krantz on her service award. Doerhoff also extended his condolences to the family of Charlie Kirk.

Alderman Pfautsch reminded the Board about the meeting of the Shareholders for the Harrisonville Square Neighborhood Redevelopment Corporation on Wednesday, September 17. Pfautsch said the board did receive a new application for a building on the Square.

Alderman Davidson also extended his condolences to the family of Charlie Kirk.

Alderwoman Franklin provided the Board with an update from the September Park Board meeting.

7. Report from the City Administrator

City Administrator Ratliff reminded the Board about a series of upcoming community events.

Ratliff informed the Board that the City Attorney has reached out to the bonding company for the contractor on the South Service Area Sanitary Sewer project to have the remaining work completed.

Ratliff provided an update on the James Street to Blueberry Drive Storm Water Drainage Improvements project. Ratliff said the contractor continue to install 42-inch HPDE storm water pipe along James St, and 36-inch HPDE pipe between James and Blueberry Dr.

Ratliff informed the Board that the Ash Street Bridge over Towne Creek project will now begin on September 22.

Ratliff said the final property owner involved in the Beckerdite Storm Water Drainage Improvements project has agreed to terms for a permanent easement, without having to go through the condemnation process.

Ratliff said the 2025 Streets Program has been completed, with Orchard Road, the driveway of the Waste Water Treatment Plant and a portion of the Thunderbird subdivision being milled and overlayed.

Ratliff said the 2025 Curb and Gutter project has been awarded to Terry Snelling Construction in the amount of \$133,170.

Ratliff said City staff plan to issue a 'Notice to Proceed' for the Airport off Property Tree Removal project, and hope it is able to move quickly so that the imaging can be done while leaves are still on the trees.

Ratliff announced that closing documents have been signed for the official sale of the City's old Police Station, located at 208 E Pearl Street.

Ratliff said a meeting was held on September 8, for Phase 2 of the Reconnaissance Level (Historic) Architectural Survey. Ratliff said the meeting was well attended.

8. Questions from the Media

None.

9. Adjourn from Regular Session

A motion was made by Alderman Davidson to adjourn from the Regular Meeting. The motion was seconded by Alderwoman Milner. The motion carried with a unanimous vote. The meeting adjourned at 6:21 p.m.

Mike Zaring, Mayor & Ex-Officio
Chairmen of the Board of Alderman

ATTEST:

Daniel Barnett, City Clerk



**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
SEPTEMBER 15, 2025
6:30 PM**

1. Call to Order

The meeting was called to order at 6:32 PM by Mayor Mike Zaring.

2. Present

A. Roll Call

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Remote	
Sandy Franklin	Harrisonville	Board Member	Present	
Larry Pfautsch	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Excused	
Dave Doerhoff	Harrisonville	Board Member	Remote	
Marcia Milner	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Kile Chaney	Harrisonville	Board Member	Excused	
Mike Zaring	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Assistant City Administrator Jeremy Smith, Economic Development Director Jim Clarke, Parks and Recreation Director Grant Purkey, Police Chief Darla Harris, Fire Chief Rusty Sullivan, Public Works Superintendent Matt Carver, Executive Secretary to the City Administrator Theresa West, City Engineer Carl Brooks, Chris Hagan and Alex Rausch of 2A Marketing and City Clerk Daniel Barnett – recording.

3. Discussion Items

A. Educational Materials Review

Mayor Zaring introduced Chris Hagan and Alex Rausch of 2A Marketing.

Rausch presented the Board with a strategy for educating voters about items on the November 4, 2025 ballot. Rausch spoke about the materials 2A Marketing have put together for educating voters.

Alderman Mills said the community needs to be frequently reminded about just how much of the City's revenue is

brought in by those who do not reside in Harrisonville.

Alderman Pfautsch asked if staff would be attending meetings with the public about the ballot items.

City Administrator Ratliff said yes.

Discussion was held about changing the title of the campaign.

B. Public Works Projects & Grants SWOT Presentation

City Engineer Brooks presented the SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis for Public Works Department ongoing and upcoming projects and grants for 2025.

A motion was made by Alderman Davidson to adjourn from the Work Session. The motion was seconded by Alderwoman Milner. The motion carried with a unanimous vote. The meeting adjourned at 8:00 p.m.

Mike Zaring, Mayor & Ex-Officio
Chairmen of the Board of Alderman

ATTEST:

Daniel Barnett, City Clerk

Council Bill No. 2025

Resolution No. 2025

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF
MICHELLE HART TO THE BOARD OF ZONING ADJUSTMENT.**

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the Board of Zoning Adjustment; and

WHEREAS, Michelle Hart has faithfully served on the Board of Zoning Adjustment for several years and fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in October of 2030, and

WHEREAS, Mayor Mike Zaring recommends the reappointment of Michelle Hart to the Board of Zoning Adjustment upon approval of the Board of Alderman.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
CITY OF HARRISONVILLE, MISSOURI AS FOLLOWS:**

Section 1. The Board of Aldermen approves the reappointment of Michelle Hart to the Board of Zoning Adjustment.

Section 2. Effective Date. This resolution shall become effective on October 20, 2025, upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 20TH DAY OF OCTOBER 2025.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

EXCUSED:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 20th day of October 2025.

Council Bill No. 2025

Resolution No. 2025

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE REAPPOINTMENT OF CHERYL
BUSH TO THE PLANNING AND ZONING COMMISSION.**

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the Planning and Zoning Commission; and

WHEREAS, Cheryl Bush has faithfully served on the Planning and Zoning Commission for several years and fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in November of 2029; and

WHEREAS, Mayor Mike Zaring recommends the reappointment of Cheryl Bush to the Planning and Zoning Commission upon approval of the Board of Alderman.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
CITY OF HARRISONVILLE, MISSOURI AS FOLLOWS:**

Section 1. The Board of Aldermen approves the reappointment of Cheryl Bush to the Planning and Zoning Commission.

Section 2. Effective Date. This resolution shall become effective on October 20, 2025, upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 20TH DAY OF OCTOBER 2025.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

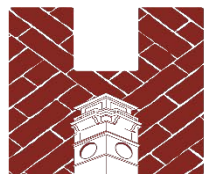
EXCUSED:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 20th day of October 2025.



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

To: Board of Aldermen

From: Christina Stanton, AICP, Community Development Director

Date: October 20, 2025

Re: Appl. #SUP-25-003/PDP-25-001 – SPECIAL USE PERMIT for Packaging, Processing, and Warehousing in the Service Business (C-2) District and a PRELIMINARY DEVELOPMENT PLAN for JBQ Meats on property located at 2000 N. Commercial Street

GENERAL INFORMATION

Applicant: Keaton Dorman, with JBQ Meats and Doug Henzlik, with Henzlik Real Estate

Requested Actions: Approval of Requested Special Use Permit and Preliminary Development Plan

Date of Application: September 11, 2025

PROPOSAL

Keaton Dorman, with JBQ Meats, and Doug Henzlik, with Henzlik Real Estate, are seeking approval of a Special Use Permit for packaging, processing, and warehousing in the Service Business (C-2) District and a Preliminary Development Plan for JBQ Meats on property located at 2000 N. Commercial Street.

The surrounding properties are currently zoned as follows:

- North:** Service Business (C-2) District—Cass County Public Library Royal Annex, So-Cass Automotive, and undeveloped commercial lots
- East:** Service Business (C-2) District—Vacant Undeveloped Land
- South (across N. Commercial St.):** Service Business (C-2) District—Captain D's and Gas Light Plaza
- West:** Service Business (C-2) District—Culver's, former Hardee's, and Community Bank of Harrisonville

PREVIOUS ACTIONS

- **April 7, 1959**—The subject property was annexed into the corporate limits of the City of Harrisonville via a special election. The results were declared by Ordinance #519-B on April 10, 1959.
- **March 10, 1965**—Properties that had been annexed into the corporate limits of the City of Harrisonville since April 7, 1959, had zoning established by Ordinance #646. The subject property's zoning was established as Highway District (that portion immediately fronting on present day N. Commercial Street) and Residential District #2.
- **June 21, 1972**—The Board of Aldermen approved a Rezoning (Appl. #57) from Residential District #2 (R-2) to Highway District by Ordinance #980.
- **September 20, 1978**—The Board of Aldermen approved Zoning Ordinance #1194, which established new commercial zoning districts. This property's zoning became Service Business (C-3) District.

- **January 11, 1993**—The Board of Aldermen approved Zoning Ordinance #1930, which renamed several commercial zoning districts and is when all reference to C-3 was changed to C-2, and the former Central Business (C-2) District was eliminated. The zoning for this property was then established as Service Business (C-2) District.
- **October 16, 2023**—The Board of Aldermen approved various Code Amendments, including the establishment of Section 405.565—Design Standards, by Ordinance #3669.
- **May 6, 2025**—Staff held an initial Pre-Application Meeting with the applicants regarding their desire to renovate the existing site and turn it into a state of the art USDA facility. The planned operations of the facility do not include slaughter, but does include raw trimming and packaging. Expected odors would include bbq from the smokers. It was stated in this initial pre-application meeting that they were anticipating having rubs and sauces available for retail sales and having some hot foods available. Additionally, there was an interest to split off a portion(s) of the front of the property. The applicants expressed that they are hoping to have the building operational by January 2027.
- **August 4, 2025**—The Board of Aldermen approved Code Amendments to allow the uses of packaging, processing, and warehousing within the Service Business (C-2) District with an approved Special Use Permit by Ordinance #3739.
- **September 9, 2025**—Staff held a second Pre-Application Meeting with the applicants. In this meeting the applicants provided further details on their project stating that would include food processing, marinating, cooking, and packaging. The applicants also discussed that they planned to add new pavement for three (3) new docks on the eastern side of the building and route the truck traffic only onto Royal Street to keep the trucks from interfering with the employee traffic.
- **October 16, 2025**—The Planning & Zoning Commission heard this item and recommended approval (6-0) to the Board of Aldermen with staff's recommended change of allowing the Special Use Permit for 30 years rather than 25 years.

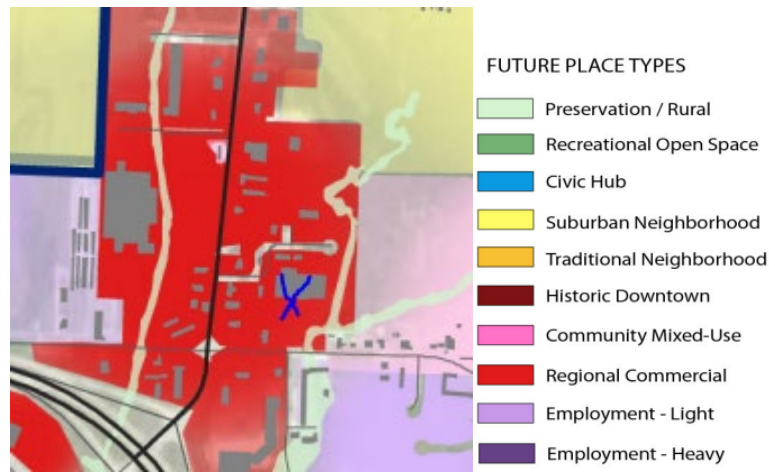
KEY ISSUES

- The applicant is proposing to renovate the existing site and turn it into a state of the art USDA facility for food processing, marinating, cooking, packaging, and warehousing of the cooked meats until they can be shipped out to various retail locations.
- The City's 2040 Comprehensive Plan shows the property and surrounding area as "Regional Commercial", which are "areas of the city designated for highway-oriented commercial land use types..".
- This property is currently zoned Service Business (C-2) District.
- The uses of packaging, processing, and warehousing are allowed uses, with an approved Special Use Permit, in the C-2 Zoning District.
- The existing building sits further back on the site and there is potential for additional retail lots to be created along N. Commercial Street.
- The property is located within the Missouri Route 291 TDD (Transportation Development District), which collects an additional 1% sales tax to fund public transportation improvements within the TDD.

ANALYSIS

Zoning. The applicants have requested approval of a Special Use Permit (SUP) for the uses of packaging, processing, and warehousing. Code Amendments approved on August 4, 2025, allows for these uses to be reviewed and considered via a SUP on property zoned Service Business (C-2) District. No additional requirements were added to Article XIX - Special Use Permits. The subject property is zoned Service Business (C-2) District. This is a prime example of a location where these uses may fit well. The building is located further back on the property and is large enough to support the proposed project and future growth. Additionally, there is room along N. Commercial Street for lots to be created that would support typical retail development. If these first-tier lots were created this project would then be considered a second-tier commercially zoned property.

Comprehensive Plan. The City’s 2040 Comprehensive Plan shows this area as “Regional Commercial”, which are “areas of the city designated for highway-oriented commercial land use types...Appropriate uses in the Regional Commercial place type includes gas stations, general and drive-thru retail, regionally-serving medium- and big-box retail, hotels/motels, vehicle rentals.” While the proposed project is not currently focused on retail, this is a user that would benefit from the proximity to the highway and may add more typical retail development both as part of the applicants’ project as well as with the creation of additional first-tier commercial lots.



Site Design. The applicants have proposed to: patch/repair the existing asphalt paving and reseal the surface, add new paving striping for the drive lanes and parking spaces, remove the old parking lot lighting and add new parking lot lighting to meet current Municipal Code, install islands within the parking lot with trees and rock mulch, replace the private fire hydrant, repair and upgrade utilities as needed, add new pavement to serve new docks on the east side of the building and install privacy fencing/screening and trees to screen the dock area. The applicants intend to route the truck traffic so that it only accesses Royal Street to keep the trucks from interfering with the employee traffic. The Final Development Plan, which is reviewed administratively, will include additional details pertaining to the lighting, landscaping, and mechanical units. The Site Plan does state that “all mechanical equipment (rooftop and ground mounted) shall be screened in accordance with City of Harrisonville Municipal Code, Design Standards” (Section 405.565.F.3.d(3)).

Building Design. The applicants are proposing to rehab the existing building. The Color Elevations show the existing CMU and/or brick wall is planned to be painted a mixture of light gray and dark gray. Additionally, a new prefinished metal panel system on aluminum framing system is proposed in the front (south) and west side elevations and a prefinished metal canopy with tie-rods and turnbuckles. The applicants have requested a modification to the four-sided architecture requirement (Section 405.565.C.4) for the rear (north) and east side elevations as these sides are not highly visible from the main streets and public view due to the existing vegetation and screening. Staff supports the requested modification to this requirement as the rear of the building sits lower than Royal Street and is screened by existing trees making it barely visible from Royal Street, and the east side is bordered by existing heavy vegetation along the unnamed intermittent stream.

Review Criteria. Section 405.630.D.1 list review criteria a-q as that may be considered, to the extent they are pertinent to the particular application, by both the Planning & Zoning Commission and the Board of Aldermen. Among the review criteria listed a, b, e, d, f, m, and n seem the most appropriate to consider.

- The character of the neighborhood.
 - The character of the neighborhood includes the daily activities and services of the businesses in the area such as Culver’s, the Community Bank of Harrisonville, the Cass County Public Library Royal Annex, So-Cass Automotive, Gas Light Plaza, and Landmark Plaza. This location is near North 291 Highway and I-49 so the area sees a higher level of traffic than many other parts of Harrisonville.

- The existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses.
 - The existing zone is C-2, which is compatible with the existing businesses. The proposed uses could be seen as appropriate for this larger than typical commercially zoned property given that the structure sits further back on the site and there is potential for the creation of additional commercial lots along N. Commercial Street.
- The length of time, if any, the property has remained vacant as zoned.
 - The property was originally Wal-Mart, was re-used as Bizarre Bazaar for a period, and has been largely unused since at least 2008.
- The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
 - The proposed uses of packaging, processing, and warehousing will not seriously injure or detrimentally affect the appropriate use of the neighboring property as the operations will be contained within the building. The applicants propose to complete a number of improvements upon the property, which should increase the value of the property and potentially that of those properties immediately surrounding said property.
- The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
 - The applicants are proposing several improvements for the proposed use, which include the necessary improvements to utilities on site. The existing utility infrastructure system is adequate to meet the demand with the improvements that will be completed on site.
- The gain, if any, to the public health, safety and welfare due to approval of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.
 - This is a blighted property. The gain would be that the property would be renovated and have new life to it once again. As a blighted property it has been an attractive nuisance for kids and transient. The hardship to the landowner, if this application were denied, is that the property would remain in its current condition for an unknown period of time and would continue to deteriorate, lose further value, and potentially bring the value of adjacent commercial properties down.

STAFF RECOMMENDATION

Staff recommends approval of the proposed Special Use Permit for packaging, processing, and warehousing and the Preliminary Development Plan with the following conditions:

- 1) All exterior building and site lighting shall comply with the requirements specified in Section 405.565.G of the City's Municipal Code.
- 2) The site shall meet or exceed all applicable landscaping and screening requirements contained in Section 405.565.F of the City's Municipal Code.
- 3) A modification shall be granted to the four-sided architecture requirement of Section 405.565.C.4 of the City's Municipal Code to allow for the metal panels and canopy elements to only be on the front (south) and west side façades.
- 4) The time limit associated with this Special Use Permit shall be ~~25~~30 years, at which time a new Special Use Permit is required to continue these uses.

ATTACHMENTS

Application
 Site Plan
 Elevations
 Pictures
 Ordinance #3739
 Zoning Map
 Aerial Map
 Ordinance



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

LAND USE – ZONING APPLICATION

Application Type

☐ Rezoning (Fee \$300.00 + \$65 Notice Fee) ☒ Preliminary Development Plan (Fee \$300.00 + \$65 Notice Fee)

☒ Special Use Permit (Fee \$300.00 + \$65 Notice Fee) ☐ *Final Development Plan (Fee \$200.00)

* Staff-only approval required

Applicant and Owner Information

Applicant (Print): Keaton Dorman / Doug Henzlik

Signature:

Company Name: JBQ Meats

Street Address: 7171 W 95th Street, Suite 400

City: Overland Park

State: KS

Zip: 66212

Phone: 816-686-1899 / 913-706-7037

Email: keatond@jackstackbbq.com / doug@henzlikrealestate.com

Property Owner Authorization (Provide contact information and signatures of all property owners.)

Property Owner Name (print): Doug Galant

Signature:

Street Address: 401 e loch lloyd parkway

City: Loch Lloyd

State: Mo

Zip: 64012

Phone: 8163656663

Email: dgalant@releafmo.com

Firm Preparing Application: RFW Construction Group

Contact: Steven Riggs

Street Address: 1801 Hwy 51 Bypass N

City: Dyersburg

State: TN

Zip: 38024

Phone: 731-377-3630

Email: sriggs@rfwgroup.com

*All correspondence should be sent to: Applicant ☒ Property Owner ☐ Firm ☒

Project Information

General Location or Address: 2000 North Commercial St., Harrisonville, MO 64701

Project Description: Renovation of existing building for food production facility (industrial use)

Acres or Sq. Ft. _____

Current Zoning: C-2

Proposed Zoning: C-2 (Special Use for M-1)

Items to be Submitted 30 Days Before Planning Commission Meeting

☒ 1) Application

☒ 2) Filing Fee – Payable to City of Harrisonville or contact the Community Development Office to pay by phone.

☒ 3) Site Plan drawn to scale and showing adjacent tracts within 185 ft. and current ownership. Four (4) copies of 24"x36" plans and one (1) electronic copy emailed to the planner. (Section 405.630.C)

☒ 4) Email full legal description in WORD to planner (not assessor's abbreviated description).

City Staff may modify submittal requirements as necessary.

For Office Use Only

Case No: SUP-25-003 Filing Fee: Amount Paid \$365.00 Date Application Received: 9/11/25

Staff-only approval: _____ P&Z meeting: 10/16/25 BOA Meeting: 10/20/25
11/3/25



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

LAND USE – ZONING APPLICATION

Resources

City Website	www.harrisonville.com
Zoning Map	https://www.harrisonville.com/DocumentCenter/View/9508/Zoning-Final-Draft?bidID=
Zoning Regulations	https://www.ecycle.com/27908265
Subdivision Regulations	https://www.ecycle.com/27909481
Cass County GIS Map	https://cassgis.integritygis.com/h5/index.html?viewer=cass

Contacts

City Hall, 300 E. Pearl St., Harrisonville, MO 64701	816-380-8900	
John Morris, Building Official	816-380-8917	jmorris@harrisonville.com
Christina Stanton, AICP, Community Development Director	816-380-8922	cstanton@harrisonville.com
Jamie Martin, Office Administrator	816-380-8958	jmartin@harrisonville.com
Public Works Department, 201 W. Chestnut, Harrisonville, MO 64701	816-380-8964	
Patty Hilderbrand, PE ENV SP, Director of Public Works	816-380-8964	philderbrand@harrisonville.com
Carl Brooks, PE, CFM, Director of Engineering	816-380-8913	cbrooks@harrisonville.com



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

LAND USE – ZONING APPLICATION

Application Type

- ☐ Rezoning (Fee \$300.00 + \$65 Notice Fee) ☒ Preliminary Development Plan (Fee \$300.00 + \$65 Notice Fee)
☒ Special Use Permit (Fee \$300.00 + \$65 Notice Fee) ☐ *Final Development Plan (Fee \$200.00)
 * Staff-only approval required

Applicant and Owner Information

Applicant (Print): Keaton Dorman / Doug Henzlik Signature: [Signature]
 Company Name: JBQ Meats
 Street Address: 7171 W 95th Street, Suite 400 City: Overland Park State: KS Zip: 66212
 Phone: 816-686-1899 / 913-706-7037 Email: keatond@jackstackbbq.com / doug@henzlikrealestate.com

Property Owner Authorization (Provide contact information and signatures of all property owners.)

Property Owner Name (print): Doug Galant Signature: [Signature]
 Street Address: 401 e loch lloyd parkway City: Loch Lloyd State: Mo Zip: 64012
 Phone: 8163656663 Email: dgalant@releafmo.com

Firm Preparing Application: RFW Construction Group

Contact: Steven Riggs
 Street Address: 1801 Hwy 51 Bypass N City: Dyersburg State: TN Zip: 38024
 Phone: 731-377-3630 Email: sriggs@rfwgroup.com
 *All correspondence should be sent to: Applicant ☒ Property Owner ☐ Firm ☒

Project Information

General Location or Address: 2000 North Commercial St., Harrisonville, MO 64701
 Project Description: Renovation of existing building for food production facility (industrial use)
 Acres or Sq. Ft. _____
 Current Zoning: C-2 Proposed Zoning: C-2 (Special Use for M-1)

Items to be Submitted 30 Days Before Planning Commission Meeting

- ☒ 1) Application
☒ 2) Filing Fee – Payable to City of Harrisonville or contact the Community Development Office to pay by phone.
☒ 3) Site Plan drawn to scale and showing adjacent tracts within 185 ft. and current ownership. Four (4) copies of 24"x36" plans and one (1) electronic copy emailed to the planner. (Section 405.630.C)
☒ 4) Email full legal description in WORD to planner (not assessor's abbreviated description).

City Staff may modify submittal requirements as necessary.

For Office Use Only

Case No: PDP-25-004 Filing Fee: Amount Paid \$ _____ Date Application Received: 9/11/25
 Staff-only approval: _____ P&Z meeting: 10/16/25 BOA Meeting: 10/20/25
11/3/25

October 7, 2025

City of Harrisonville
300 E. Pearl St.
Harrisonville, MO 64701

Attention: Ms. Christina Stanton
Community Development Director

RE: Special Use Request (Revised)
Proposed Building Renovation
JBQ Meats
2000 N. Commercial St.
Harrisonville, MO 64701

Dear Christina,

On behalf of JBQ Meats, we would like to make a request for Special Use from the current Zoning Regulations for the proposed project.

JBQ Meats is procuring the existing property and building located at 2000 N. Commercial Street. The building was originally built and operated as a Wal-Mart shopping center. The property is zoned C-2, Service Business District.

The proposed project and use of the facility by JBQ Meats will be a food processing facility. JBQ Meats will be receiving raw packaged pork and beef products and cooking/smoking the meats. Once cooked, the ready-to-eat (RTE) products will be packaged and refrigerated and/or frozen for distribution. There will no animal killing or first processing at the facility.

Code Amendments approved by Ordinance #3739 on August 4, 2025, allows the use of packaging, processing, and warehousing within the C-2 District with an approved Special Use Permit. JBQ Meats would like to request a special use for their facility within the zoned C-2 area. Additionally, it is requested that the Special Use Permit have a duration of twenty-five (25) years.

Yours Truly,

RFW CONSTRUCTION GROUP



Steven A. Riggs
Director of Engineering
731-377-3630
sriggs@rfwgroup.com



VICINITY MAP
N.T.S.

PROPERTY INFORMATION:

SITE ADDRESS: 2000 N. COMMERCIAL ST. HARRISONVILLE, MO 64701

OWNER ADDRESS: JBO MEATS 1111 N 95TH ST., SUITE 400 OVERLAND PARK, KS 66212

TAX MAP # 1711000

PARCELS: 08-08-33-300-000-011.000

PLAT MAP 4867/164

SEG-TYP-RNG 33-45-31

ZONING C-2, SERVICE BUSINESS DISTRICT

PROPERTY / LAND USE INDUSTRIAL (FOOD PROCESSING FACILITY)

TOTAL PROPERTY AREA: 0.54 ACRES (514,286 SQUARE FEET)

BUILDING AREA: 11,365 SQUARE FEET

IMPERVIOUS COVERAGE: 302,575 SQUARE FEET (80.9% < 85% FOR C-2)

FLOOR AREA RATIO: 11,365 SQUARE FEET (19%)

LEGAL DESCRIPTION: TAKEN FROM ALTA/NPS LAND TITLE SURVEY PREPARED BY PHELPS ENGINEERS, INC., DATED 07-30-2025, SURVEYED DESCRIPTION UPDATED 04-24-2025

EXISTING PROPERTY WILL COMBINED INTO ONE TRACT THROUGH A MINOR PLAT AND LEGAL DESCRIPTION WILL INCLUDE THE SURVEYED DESCRIPTION NOTED BELOW:

SURVEYED DESCRIPTION: ALL THAT PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 45 NORTH, RANGE 31 WEST, IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED BY PHELPS ENGINEERING, INC., 045-000700123, ON SEPTEMBER 24, 2025, FOR PROJECT 250759 AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 33; THENCE S 87°58'48" E ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 1366.68 FEET; THENCE N 11°14'3" E, A DISTANCE OF 53.00 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF N COMMERCIAL STREET, AS NOW ESTABLISHED; SAID POINT ALSO BEING THE POINT OF BEGINNING; THENCE N 2°01'12" E, A DISTANCE OF 175.41 FEET; THENCE N 87°58'48" N, A DISTANCE OF 50.00 FEET; THENCE N 2°01'12" E, A DISTANCE OF 451.94 FEET, TO AN ANGLE POINT ON THE SOUTH LINE OF VENTURES, A SUBDIVISION OF LAND IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI; THENCE S 87°58'48" E, ALONG SAID SOUTH LINE OF SAID VENTURES, A DISTANCE OF 642.96 FEET, TO THE SOUTHEAST CORNER OF SAID VENTURES; SAID POINT BEING ON THE EAST LINE OF THE WEST ONE-HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 33; THENCE S 1°54'03" N, ALONG SAID EAST LINE OF THE WEST ONE-HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 486.29 FEET; THENCE N 87°58'48" N, A DISTANCE OF 104.63 FEET; THENCE S 2°01'12" E, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF SAID N COMMERCIAL STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE FOR THE FOLLOWING THREE (3) COURSES; THENCE N 87°58'48" N, A DISTANCE OF 154.81 FEET; THENCE N 2°01'20" E, A DISTANCE OF 23.00 FEET; THENCE N 87°58'48" N, A DISTANCE OF 240.52 FEET, TO THE POINT OF BEGINNING, CONTAINING 514,286 SQUARE FEET OR 0.5424 ACRES, MORE OR LESS.

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION: SURVEY INFORMATION SHOWN TAKEN FROM SITE/ALTA SURVEY PREPARED BY PHELPS ENGINEERING, INC., DATED 07-30-2025

ADOPTED CODES: 2018 INTERNATIONAL BUILDING CODE (IBC) 2018 INTERNATIONAL FIRE CODE (IFC) 2018 INTERNATIONAL MECHANICAL CODE (IMC) 2018 INTERNATIONAL PLUMBING CODE (IPC) 2019 INTERNATIONAL FUEL GAS CODE (IFGC) 2011 NATIONAL ELECTRIC CODE (NEC) CITY OF HARRISONVILLE MUNICIPAL CODE /ORDINANCES

SETBACK REGULATIONS: FRONT - 35 FEET SIDE - 15 FEET REAR - 15 FEET

PARKING REQUIREMENTS: 1/1000 GFA AND 4/1000 SF OF OFFICE SPACE

PARKING SPACES REQUIRED: 11,365 SF / 1000 = 12 SPACES 6000 SF (OFFICE AREA) / 1000 = 24 SPACES TOTAL SPACES REQUIRED: MINIMUM 46 SPACES ACCESSIBLE SPACES REQUIRED (PER ADA STANDARDS) = 4 SPACES EXPECTED MAXIMUM NUMBER OF EMPLOYEES WORKING AT SAME TIME ON ONE SHIFT (INCLUDES FUTURE GROWTH) = 35 EMPLOYEES

PARKING SPACES PROVIDED: 46 SPACES (MEETS REQ. # / EXCEEDS # OF EMPLOYEES)

PARKING LOT LIGHTING: LP-1 LED POLE MOUNTED FIXTURE - RSX2 LED AREA LUMINAIRE MANUFACTURED BY LITHONIA LIGHTING MODEL: RSX2 LED P3 40K R2 HVOLT 9PA DPBXD LED AREA LIGHTING FIXTURE, ARM MOUNTED, TYPE 2 WIDE DISTRIBUTION, DIE CAST ALUMINUM HOUSING 35 FEET IN HEIGHT WITH 2-FOOT CONCRETE POLE BASE, SQUARE STEEL POLE, DARK BRONZE FINISH, 480 VOLT A.C., 22,000 LUMEN, 4,000K, 147 WATTS

DISTURBED AREA: 1/42,009 SF (0.96 ACRES) - LESS THAN 1 ACRE (STORMWATER CONTROL MEASURES AS BEST MANAGEMENT PRACTICES FOR STORMWATER MANAGEMENT)

UTILITY DEMAND/USAGE (PROJECTED): WATER DEMAND - PEAK (DURING SANITATION) - 200 GPM WATER DEMAND - 15,000-20,000 GAL/DAY SEWER DISCHARGE - COMPLY WITH MUNICIPAL CODE TITLE VII, SECTION 100.630 PROCESS SEWER WILL BE PRE-TREATED AS REQUIRED PRIOR TO ENTER CITY SEWER MAIN ELECTRICAL DEMAND - PROPOSED 3000 AMP 480V/3 PHASE ELECTRICAL SERVICE

MECHANICAL EQUIPMENT SCREENING: ALL MECHANICAL EQUIPMENT (ROOFTOP AND GROUND MOUNTED) SHALL BE SCREENED IN ACCORDANCE WITH CITY OF HARRISONVILLE MUNICIPAL CODE, DESIGN STANDARDS (SECTION 405.565.F.4.3).

PROPERTY/PREMISES IDENTIFICATION: THE PROPERTY SHALL BE IDENTIFIED WITH THE ADDRESS VISIBLE FROM PUBLIC ROADWAY (N COMMERCIAL ST.). ADDRESS NUMBERS SHALL BE DISPLAYED ON STREET SIGNAGE AND BUILDING PER 2018 INTERNATIONAL FIRE CODE (IFC), SECTION 505.

KEY BOXES (KNOX BOX) PROVIDE KEY BOXES AS REQUIRED PER THE FIRE CODE OFFICIAL (IFC SECTION 506). LOCATION OF KEY BOXES SHALL BE COORDINATED WITH THE FIRE CODE OFFICIAL AND LOCAL AUTHORITIES.

NOTICE: THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF PHELPS ENGINEERING, INC. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN CONSENT OF PHELPS ENGINEERING, INC.

PROJECT NO.	DESIGN MANAGER	PROJECT MANAGER	DATE	REVISION
52502-001	GH	SAR	09/10/2025	1

RENOVATIONS & ADDITIONS

JBO MEATS

HARRISONVILLE, MISSOURI

SITE PLAN

DATE: 09-10-2025

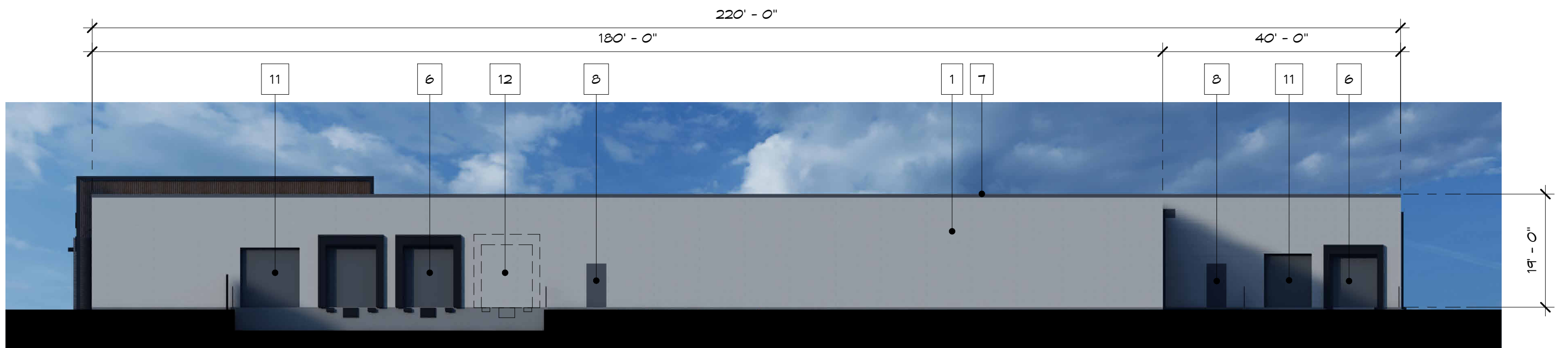
SHEET: C1-1

PHONE: 731.286.5661
FAX: 731.286.4564
1801 HWY. 51, BYPASS N. COLUMBIANA, TN 38024

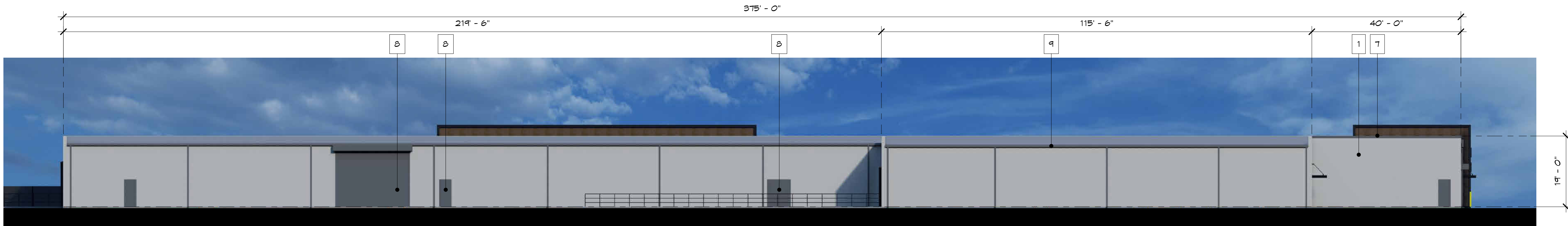
10/6/2025 2:40:48 PM



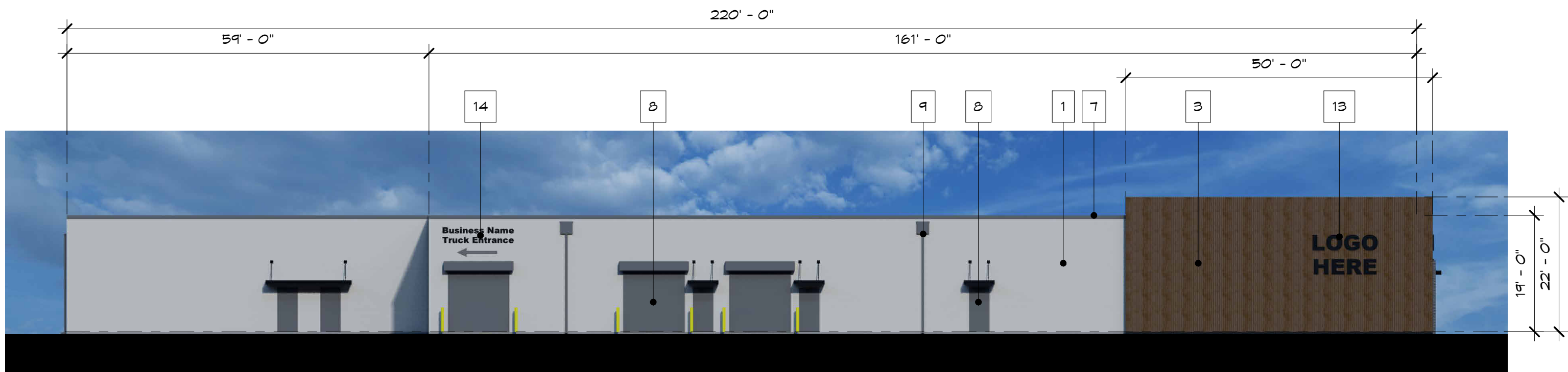
1 SOUTH BUILDING ELEVATION
1/16" = 1'-0"



2 EAST BUILDING ELEVATION
1/16" = 1'-0"



3 NORTH BUILDING ELEVATION
1/16" = 1'-0"



4 WEST BUILDING ELEVATION
1/16" = 1'-0"

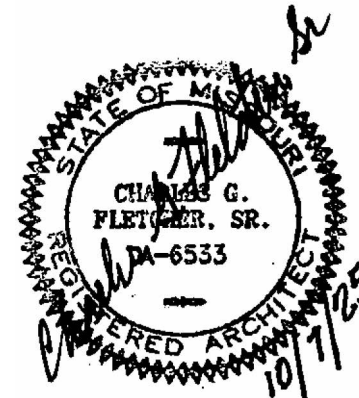
EXTERIOR MATERIALS

- EXISTING CMU AND/OR BRICK WALL PAINTED W/ HIGH PERFORMANCE COATING - LIGHT GRAY
- EXISTING CMU AND/OR BRICK WALL PAINTED W/ HIGH PERFORMANCE COATING - DARK GRAY
- PREFINISHED METAL PANEL SYSTEM ON ALUMINUM FRAMING SYSTEM
- ALUMINUM STOREFRONT DOORS WITH LOW-E GLAZING
- ALUMINUM STOREFRONT SYSTEM WITH LOW-E GLAZING
- PREFINISHED OVERHEAD DOCK DOORS AND DOCK EQUIPMENT - DARK GRAY
- CORNICE TRIM - DARK GRAY
- OVERHEAD DOORS / MAN DOORS - DARK GRAY
- GUTTERS / DOWNSPOUTS - DARK GRAY
- PREFINISHED METAL CANOPY WITH TIE-RODS AND TURNBUCKLES
- PREFINISHED OVERHEAD DOOR AT COMPACTOR
- FUTURE DOCK DOOR
- WALL SIGN W/ LOGO OR BUSINESS NAME
- WALL SIGN W/ BUSINESS NAME & "TRUCK ENTRANCE"

NOTICE: THIS DRAWING & THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF RFW CONSTRUCTION GROUP. IT SHALL BE RETURNED, UPON DEMAND TO RFW CONSTRUCTION GROUP. IT SHALL NOT BE REPRODUCED IN WHOLE OR IN PART, EITHER BY ANYONE ELSE, OR USED, WITHOUT THE WRITTEN CONSENT OF RFW CONSTRUCTION GROUP.

NO.	DATE	REVISION PER CITY REVIEW COMMENTS
A	10-07-25	

RFW CONSTRUCTION GROUP
1801 HWY. 51 BYPASS N.
DYERSBURG, TN. 38024
PHONE: 731.286.5661
FAX: 731.286.4564



BUILDING RENOVATIONS
JBQ MEATS
HARRISONVILLE, MISSOURI

DRAWN BY
BBF

DESIGN MANAGER
SAR

PROJECT MANAGER
BH

PROJECT NO.
52502-001

COLOR ELEVATIONS

DATE
09-10-2025

SHEET
A3-1 A

REVISIONS: 09/10/2025, BBF, 52502-001, HARRISONVILLE, MISSOURI, JBQ MEATS, 10/6/2025 2:40:48 PM



View from Culver's Parking Lot



View from Royal Street, Just North of Culver's



View from Royal Street looking South Between Library Office Bldg. and So-Cass Auto.



View from Royal Street Looking South



View from Royal Street Looking South

Council Bill No. 2025-39

Ordinance No. 3739

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING APPENDIX A: LAND USE TABLE, UNDER CHAPTER 405—ZONING REGULATIONS, IN TITLE IV—LAND USE REGULATIONS OF THE HARRISONVILLE MUNICIPAL CODE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Harrisonville desires to amend Appendix A: Land Use Table, under Chapter 405—Zoning Regulations, in Title IV—Land Use Regulations of the City’s municipal code; and

WHEREAS, after due public notice in the manner prescribed by law, the Planning & Zoning Commission held a public hearing on July 17, 2025, to review and make a recommendation. After said public hearing, the Planning & Zoning Commission voted 6-0 to recommend approval to the Board of Aldermen; and

WHEREAS, after due public notice in the manner prescribed by law, the Board of Aldermen held a public hearing on July 21, 2025, and rendered a decision to approve as the Board believes that it is in the best interest for the citizens of Harrisonville.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AS FOLLOWS:

Section 1: Appendix A: Land Use Table shall be amended by adding “S” under the column for the C-2 Zoning District for the uses of packaging, processing, and warehousing.

Section 2: That this Ordinance shall be in effect immediately upon its passage and approval.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 21ST DAY OF JULY 2025, AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 4TH DAY OF AUGUST 2025 AND PASSED BY THE BOARD OF ALDERMEN THIS 4TH DAY OF AUGUST 2025.

VOTE TAKEN AS FOLLOWS:

AYES: Chaney, Davidson, Franklin, Mills, Milner, Pfautsch, Turner

NAYS:

ABSENT:

ABSTAIN:

EXCUSED: Doerhoff


Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

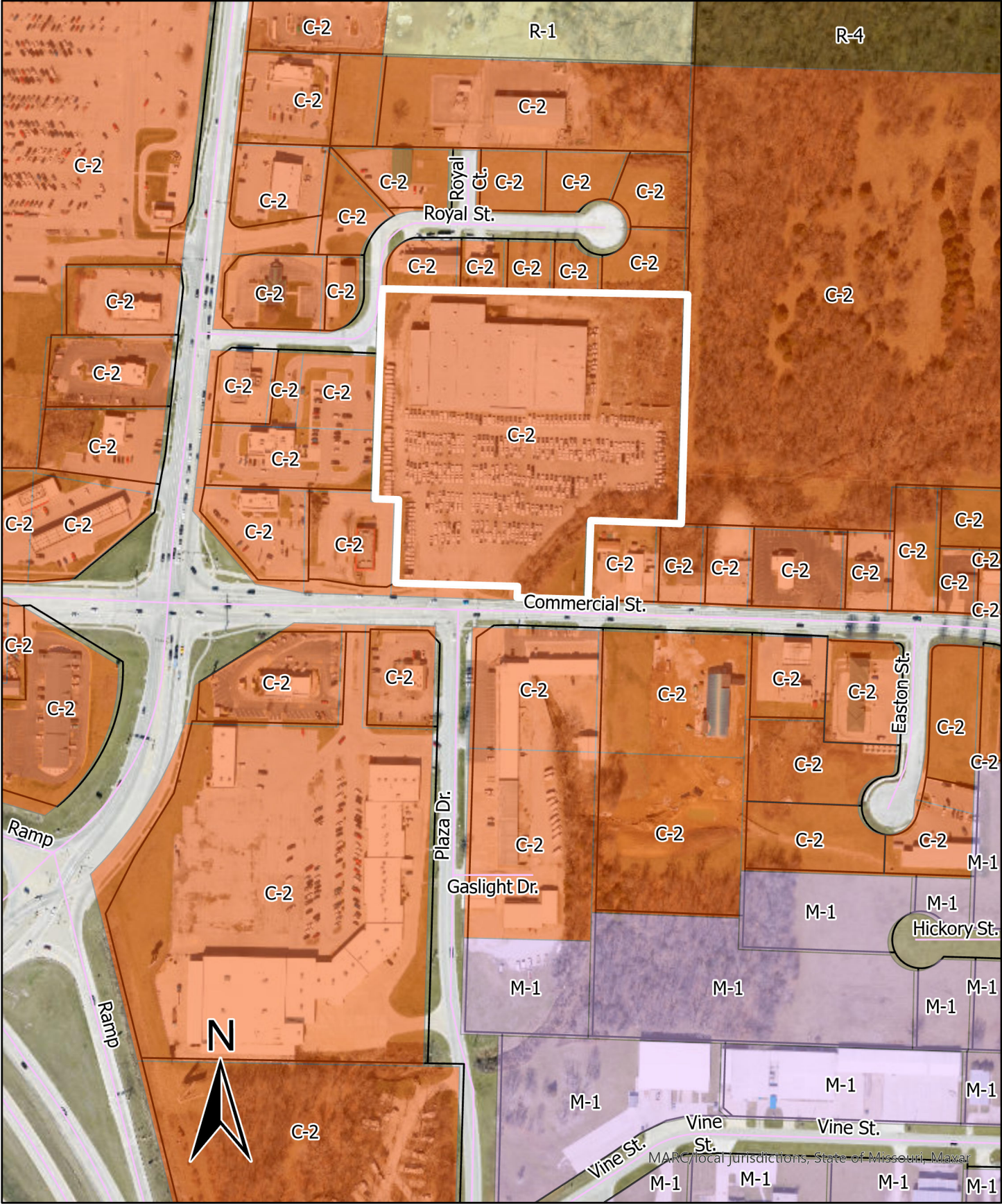
ATTEST:

A handwritten signature in dark ink, appearing to read 'Daniel Barnett', with a stylized flourish extending to the right.

Daniel Barnett, City Clerk

WITNESS my hand and seal this 4th day of August 2025.

Zoning Map



0 220 440 880 US Feet

Aerial Map



Council Bill No.

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A SPECIAL USE PERMIT FOR PACKAGING, PROCESSING, AND WAREHOUSING IN THE SERVICE BUSINESS (C-2) DISTRICT AND A PRELIMINARY DEVELOPMENT PLAN FOR JBQ MEATS ON PROPERTY LOCATED AT 2000 N. COMMERCIAL STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.

WHEREAS, the City of Harrisonville, Missouri (the "City") has received an application from Keaton Dorman, with JBQ Meats, and Doug Henzlik, with Henzlik Real Estate, seeking approval of a Special Use Permit for packaging, processing, and warehousing in the Service Business (C-2) District and a Preliminary Development Plan for JBQ Meats on property located at 2000 N. Commercial Street in the City of Harrisonville, Cass County, Missouri; and

WHEREAS, a legal notice announcing a public hearing to be held on the requested Special Use Permit and Preliminary Development Plan applications on October 16, 2025, before the Planning & Zoning Commission and on October 20, 2025, before the Board of Aldermen of the City of Harrisonville, Missouri was published in the September 25, 2025, edition of the *Tribune and Times* newspaper; and

WHEREAS, the Special Use Permit was considered by the Planning and Zoning Commission on October 16, 2025, and, with a voice vote of 6-0, recommended approval to the Board of Aldermen with the four (4) conditions of approval as stated; and

WHEREAS, in accordance with the provision of Chapter 89 RSMo, and Chapter 405 of the Code of Ordinance of the City of Harrisonville, Missouri, the Board of Aldermen, after careful and due deliberation, find the approval of the Special Use Permit and Preliminary Development Plan applications are in the best interest of the City of Harrisonville and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, AS FOLLOWS:

Section 1: The Board of Aldermen of Harrisonville, Missouri, hereby approves a Special Use Permit for packaging, processing, and warehousing in the Service Business (C-2) District and a Preliminary Development Plan for JBQ Meats on property located at 2000 N. Commercial Street in the City of Harrisonville, Cass County, Missouri, with the following four (4) conditions of approval:

- 1) All exterior building and site lighting shall comply with the requirements specified in Section 405.565.G of the City's Municipal Code.
- 2) The site shall meet or exceed all applicable landscaping and screening requirements contained in Section 405.565.F of the City's Municipal Code.
- 3) A modification shall be granted to the four-sided architecture requirement of Section 405.565.C.4 of the City's Municipal Code to allow for the metal panels and canopy elements to only be on the front (south) and west side façades.
- 4) The time limit associated with this Special Use Permit shall be 30 years, at which time a new Special Use Permit is required to continue these uses.

Section 2: The Special Use Permit and Preliminary Development Plan consists of the following real estate in the City of Harrisonville, Cass County, Missouri, described as follows:

SURVEYED DESCRIPTION:

ALL THAT PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 45 NORTH, RANGE 31 WEST, IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED BY PHELPS ENGINEERING, INC., CLS-2007001128, ON SEPTEMBER 29, 2025, AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 33; THENCE S 87°58'48" E, ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 1386.68 FEET; THENCE N 1°17'43" E, A DISTANCE OF 53.00 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF N COMMERCIAL STREET, AS NOW ESTABLISHED, SAID POINT ALSO BEING THE POINT OF BEGINNING; THENCE N 2°01'12" E, A DISTANCE OF 175.47 FEET; THENCE N 87°58'48" W, A DISTANCE OF 50.00 FEET; THENCE N 2°01'12" E, A DISTANCE OF 457.99 FEET, TO AN ANGLE ON THE SOUTH LINE OF VENTURES, A SUBDIVISION OF LAND IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI; THENCE S 87°58'48" E, ALONG SAID SOUTH LINE OF SAID VENTURES, A DISTANCE OF 642.96 FEET, TO THE SOUTHEAST CORNER OF SAID VENTURES, SAID POINT BEING ON THE EAST LINE OF THE WEST ONE-HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 33; THENCE S 1°59'03" W, ALONG SAID EAST LINE OF THE WEST ONE-HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER, A DISTANCE OF 486.28 FEET; THENCE N 87°58'48" W, A DISTANCE OF 189.63 FEET; THENCE S 2°01'12" W, A DISTANCE OF 170.19 FEET, TO A POINT OF THE NORTHERLY RIGHT-OF-WAY LINE OF SAID N COMMERCIAL STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE FOR THE FOLLOWING THREE (3) COURSES; THENCE N 87°58'48" W, A DISTANCE OF 154.81 FEET; THENCE N 2°01'20" E, A DISTANCE OF 23.00 FEET; THENCE N 87°58'48" W, A DISTANCE OF 248.82 FEET, TO THE POINT OF BEGINNING, CONTAINING 374,286 SQUARE FEET OR 8.5924 ACRES, MORE OR LESS.

Section 3: Severability. The sections, paragraphs, sentences, clauses, and phrases of this ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this ordinance are valid, unless the court finds the valid portions of this ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4: Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 5: Effective Date. This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 20TH OF OCTOBER 2025 AND

WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 3RD DAY OF NOVEMBER, 2025 AND PASSED BY THE BOARD OF ALDERMEN THIS 3RD DAY OF NOVEMBER, 2025.

AYES:

NAYS:

AWAY:

ABSENT:

ABSTAIN:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

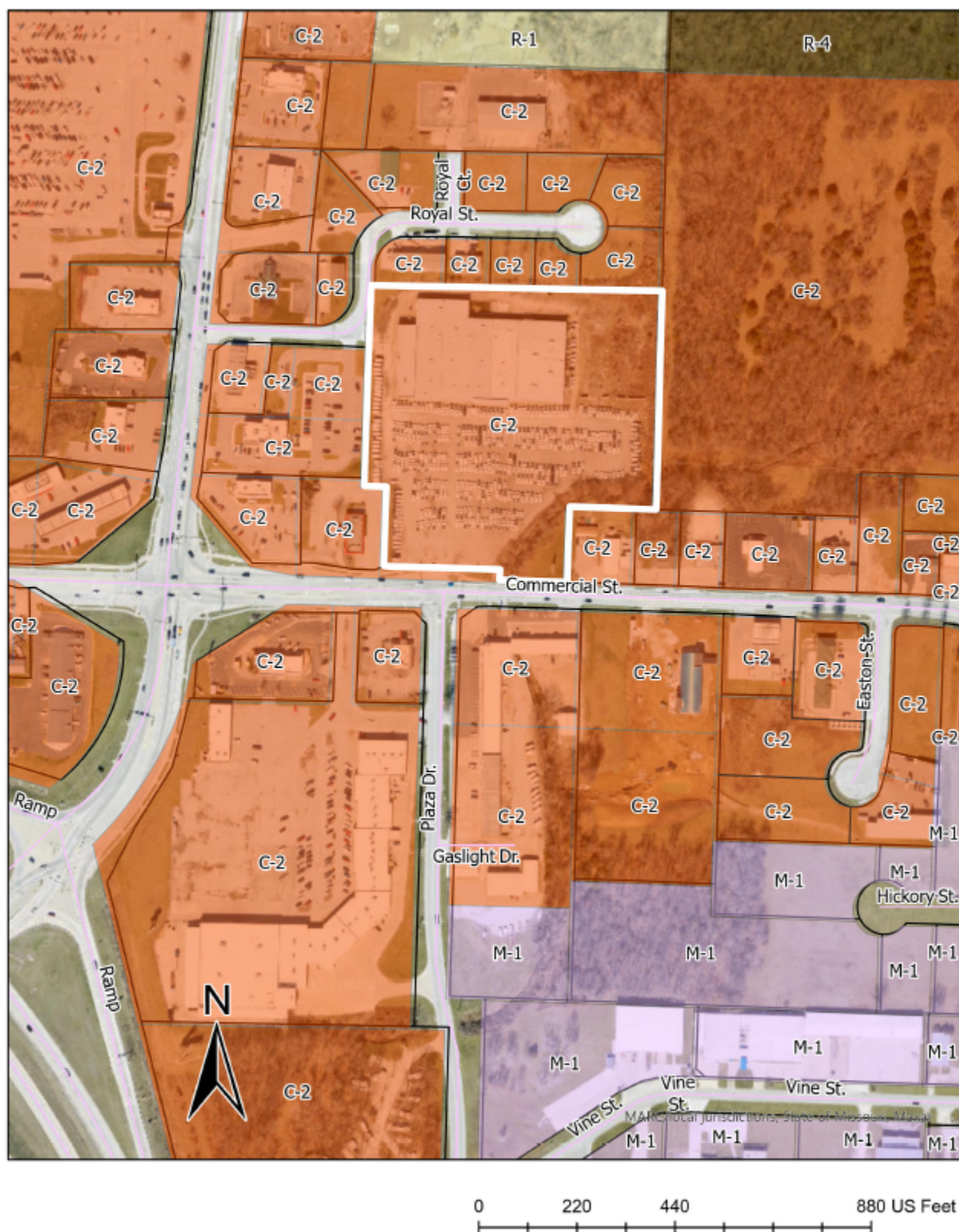
ATTEST:

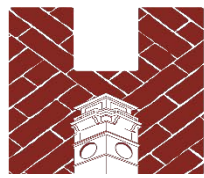
Daniel Barnett, City Clerk

WITNESS my hand and seal this 3rd day of November, 2025

Attachment I: Zoning Map

Zoning Map





THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

To: Board of Aldermen

From: Christina Stanton, AICP, Community Development Director

Date: October 20, 2025

Re: Appl. #SUP-25-004—SPECIAL USE PERMIT for RV and Boat Storage on land located at 1640 W. Mechanic Street

GENERAL INFORMATION

Applicant: Brice Renner, Pac-Rite Storage, LLC

Requested Actions: Approval of Special Use Permit

Date of Application: September 17, 2025

PROPOSAL

Mr. Renner, Pac-Rite Storage, LLC, is seeking approval of the attached Special Use Permit for the uses of RV and boat storage on land located at 1640 W. Mechanic Street.

The surrounding properties are currently zoned as follows:

North (across abandoned MKTY RR): Light Industrial (M-1) District—Automotive and heating & cooling businesses

West: Service Business (C-2) and Light Industrial (M-1) Districts—Vacant undeveloped land

South: Service Business (C-2) District—Commercial businesses

East: Light Industrial (M-1) and General Industrial (M-2) Districts—Nutrien Ag Solutions

PREVIOUS ACTIONS

- 1956—It appears that the KATY was abandoned around this time.
- August 6, 1969—The Board of Aldermen approved Ordinance #833, which declared the results of a special annexation election that resulted in the corporate boundaries of the City of Harrisonville being expanded over several tracts of land including the subject property.
- January 30, 1979—The Zoning Map shows that 300' from the Wall Street right-of-way was zoned Service Business (then C-3, now C-2) District, and further north was zoned Light Industrial (M-1) District.
- January 11, 1993—The Board of Aldermen approved Ordinance #1930, which included various changes to zoning districts including changing all references of C-3 to C-2 for the Service Business District and removing Central Business (C-2) District.
- November 4, 2019—The Board of Aldermen approved a Rezoning (Appl. #RZ-19-003) of approximately 6.29-acres (Renner Place) from Light Industrial (M-1) District to Service Business (C-2) District by Ordinance #3478. This ordinance included five (5) findings pertaining to the proposed use of mini storage (see attached).
- February 1, 2021—The Board of Aldermen approved Ordinance #3530, which established the current Special Use Permit (SUP) requirements pertaining to mini warehouse facilities.

- October 16, 2025—The Planning & Zoning Commission heard this item and voted 7-0 to recommend approval to the Board of Aldermen.

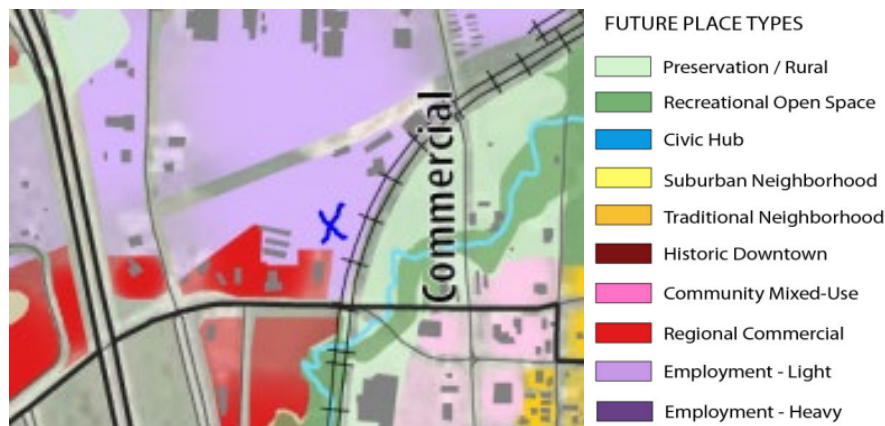
KEY ISSUES

- Boat storage has required an approved Special Use Permit since the 1991 Zoning Ordinance #1825.

ANALYSIS

Zoning/Use. The property is currently zoned Service Business (C-2) District. According to the Land Use Table the use “Storage of Boat, Recreational Vehicle, and/or Any Other Vehicle” is an allowed use in this District with an approved Special Use Permit (SUP). Section 405.525.C.7 states: “Boat, recreational vehicle, and/or any other vehicle storage, open or enclosed, of one (1) of more similar vehicles which are not the property of the landowner. Open storage must be screened by a view-reducing wall, fence or landscaping material from adjacent roads and residentially zoned or used property.”

Comprehensive Plan. The City’s 2040 Comprehensive Plan shows this area as “Employment - Light”, which are places intended to “support employment formats that are not appropriately integrated into a downtown or mixed-use setting, such as office parks, institutional campuses, or light manufacturing hubs in the community”.



While the City does not wish to see this use take up a large portion of developable land, this use seems to make sense in this location for the same reasons that were listed as findings for the then proposed use of mini storage when the property was rezoned in late 2019. In support of the proposed Special Use Permit:

- The property already includes screening.
- The property is a second tier commercial property adjacent to other industrial users.
- The proposed Boat/RV Storage would be minimally visible from the Mechanic Street right-of-way.

Review Criteria. Section 405.630.D.1 list review criteria a-q as that may be considered, to the extent they are pertinent to the particular application, by both the Planning & Zoning Commission and the Board of Aldermen. Among the review criteria listed a, b, d, and f seem the most appropriate to consider.

- The character of the neighborhood.
 - The character of the neighborhood includes the daily activities and services of the businesses in the area such as Pizza Hut, Harrisonville Animal Clinic, Casey’s Aldi’s, and Nutrien Ag Solutions.
- The existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses.
 - The existing zone is C-2, which is compatible with the existing businesses. The proposed use fits in this location for the same reasons that the property was rezoned and approved for the mini warehouse use.

- The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
 - The proposed uses of RV and boat storage will not seriously injure or detrimentally affect the appropriate use of the neighboring property as the property is currently being used for mini warehousing and sits back behind many of the existing businesses that front on W. Mechanic Street and is already screened.

STAFF RECOMMENDATION

Staff recommends *approval* of the requested Special Use Permit with the following conditions:

1. The applicant shall install the required pavement improvements as specified in Section 405.565.E.3 prior to utilizing this space for the proposed use.
2. The time limit associated with this Special Use Permit shall be 10 years, at which time a new Special Use Permit is required to continue this use.

ATTACHMENTS

Application
Ordinance #3478
Pictures
Zoning Map
Aerial Map
Ordinance

Bill No. 2019- 67

Ordinance No. 2019 - 3478

AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, REZONING THE APPROXIMATELY 6.29-ACRE RENNER PLACE AT 1600 WEST MECHANIC STREET FROM M-1 LIGHT INDUSTRIAL DISTRICT ZONING TO C-2 SERVICE BUSINESS DISTRICT ZONING

WHEREAS, the City of Harrisonville, Missouri (the "City") has received an application from Brian Renner with Renner Investments to rezone a 6.29-acre tract at 1600 W. Mechanic St. from the M-1 Light Industrial Zoning District to the C-2 General Commercial Zoning District; and

WHEREAS, the Planning and Zoning Commission, after placing a legal notice in the official newspaper of the city and mailing a notice to all property owners within 185 feet of the property, conducted a public hearing on the application on October 17, 2019 and unanimously recommended with a vote of 6 Ayes and 0 Nays that the Board of Aldermen approve the rezoning from M-1 to C-2 zoning based upon certain findings; and

WHEREAS, the Board of Aldermen of the City of Harrisonville, after placing a legal notice in a newspaper of record and mailing a notice to all property owners within 185 feet of the property, conducted a public hearing on the application on November 4, 2019; and

WHEREAS, after considering the recommendations of the City staff and Planning and Zoning Commission and input from the public, the Board of Aldermen determined that the hereinafter described property should be rezoned based upon the following findings:

1. The proposed use of mini storage is a use well-suited for second-tier locations behind businesses that front commercial corridors.
2. The mini storage use is appropriate for this location given that it is surrounded by railroad right-of-way, Crop Production Services and businesses along Mechanic Street which makes the location isolated with low visibility and poor access.
3. The mini storage use is appropriate for this location as it is split in half by a 6-inch hi-pressure gas line which makes it very difficult for other uses to locate on the property.
4. The mini storage use is appropriate as the use has very few vehicle trips per day.
5. Mini storage is more compatible with the commercial businesses that front Mechanic St. than many industrial uses.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. That the following described property owned by Renner Investments is hereby rezoned from the M-1 Light Industrial Zoning District to C-2 Services Business District in the City of Harrisonville, Cass County, Missouri, to-wit:

PART OF LOT 5 OF THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 44, RANGE 31, IN CASS COUNTY, MISSOURI, DESCRIBED AS FOLLOWS: FROM THE SOUTHEAST CORNER OF LOT 5 OF THE NORTHEAST QUARTER OF SECTION 5, AFORESAID, RUN THENCE NORTH 88°09'49" WEST ALONG THE SOUTH LINE THEREOF, 1651.25 FEET; THENCE NORTH 02°10'11" EAST, 66.17 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF MISSOURI STATE HIGHWAY NO. 2 (WALL STREET), AS NOW LOCATED, SAID POINT BEING THE TRUE POINT OF BEGINNING OF THE TRACT TO BE DESCRIBED; CONTINUING THENCE NORTH 02°10'11" EAST, 392.82 FEET; THENCE NORTH 77°50'00" WEST, 230.51 FEET; THENCE NORTH 66°41'35" WEST, 401.02 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF THE ST. LOUIS AND SAN FRANCISCO RAILROAD; THENCE NORTH 68°46'33" EAST ALONG SAID SOUTH RIGHT-OF-WAY LINE, 589.34 FEET; THENCE SOUTH 58°28'35" EAST, 209.50 FEET; THENCE SOUTH 54°23'15" EAST, 183.60 FEET; THENCE SOUTH 14°42'48" WEST, 14.86 FEET; THENCE SOUTH 10°52'43" WEST, 336.89 FEET; THENCE SOUTH 09°02'12" WEST, 245.15 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF SAID MISSOURI STATE HIGHWAY NO. 2; THENCE NORTH 88°19'35" WEST ALONG SAID RIGHT-OF-WAY LINE, 19.21 FEET; THENCE SOUTH 80°21'49" WEST ALONG SAID RIGHT-OF-WAY LINE, 76.49 FEET; THENCE NORTH 88°19'35" WEST ALONG SAID RIGHT-OF-WAY LINE, 98.03 FEET TO THE TRUE POINT OF BEGINNING. CONTAINS 6.98 ACRES, MORE OR LESS, SUBJECT TO ANY EXISTING EASEMENTS OR RIGHT-OF-WAYS.

Section 2. That the official zoning map of the City of Harrisonville shall be amended to reflect said changes in zoning.

Section 3. Severability. The sections, paragraphs, sentences, clauses and phrases of this ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this ordinance are valid, unless the court finds the valid portions of this ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4. Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

VOTE TAKEN AS FOLLOWS:

AYES: DOERHOFF, MILNER, REECE, MILLER, DICKERSON, DAVIDSON, TURNER

NAYS: NONE

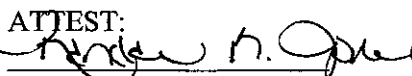
ABSENT: BOCKELMAN

ABSTAIN: NONE

**READ FOR THE FIRST TIME BY TITLE ONLY ON THE 4TH DAY OF NOVEMBER 2019
AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 4TH DAY OF
NOVEMBER 2019 AND PASSED BY THE BOARD OF ALDERMEN THIS 4TH DAY OF
NOVEMBER 2019.**


Judy Bowman, Mayor and Ex-Officio
Chairman of the Board of Aldermen

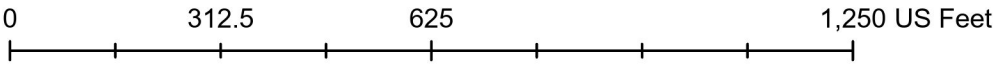
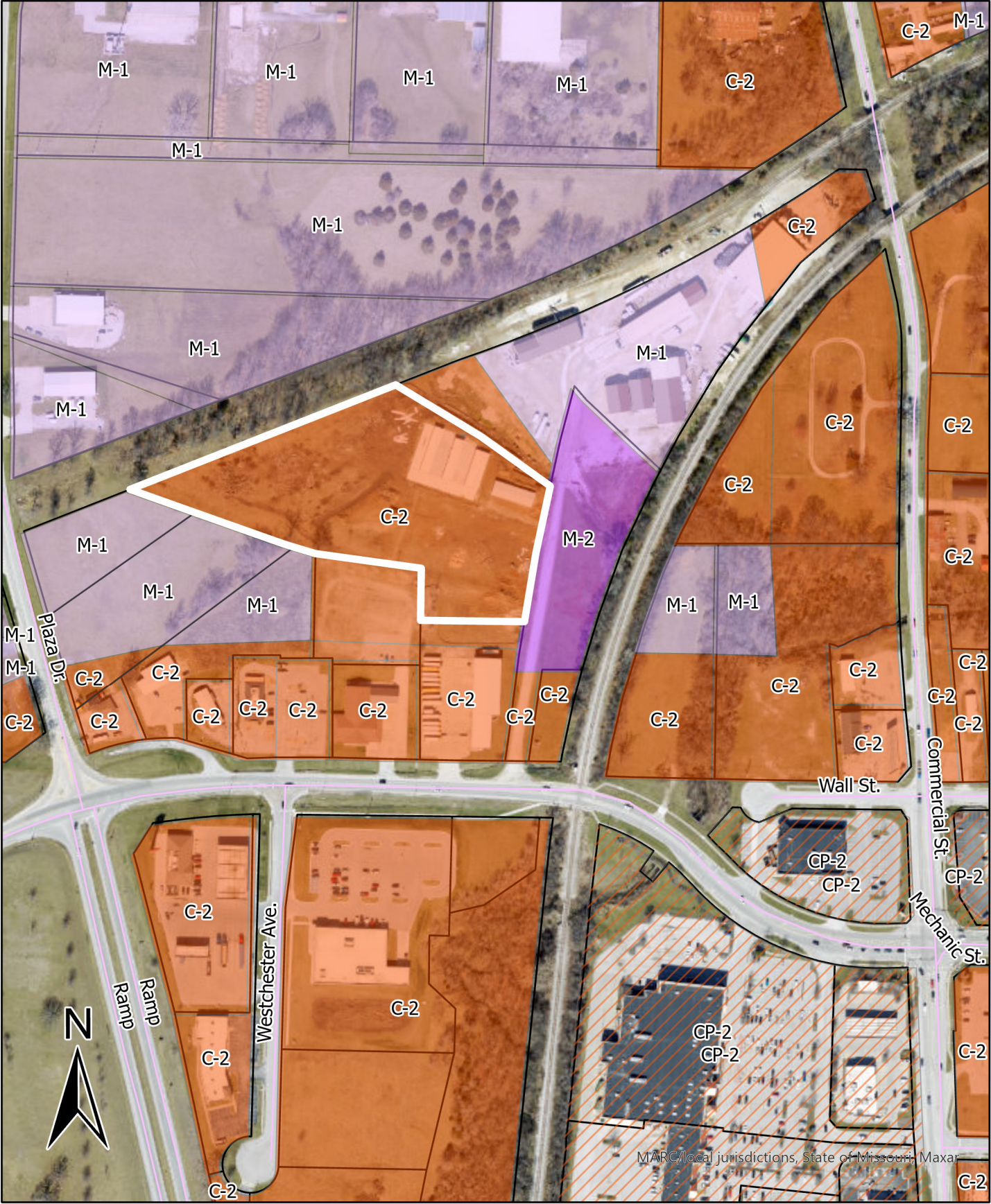
ATTEST:


Randall K. Jones, City Clerk

WITNESS my hand and seal this 4th day of November 2019



Zoning Map



Aerial Map



0 245 490 980 US Feet

Council Bill No.

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE APPROVING A SPECIAL USE PERMIT FOR RV AND BOAT STORAGE ON PROPERTY LOCATED AT 1640 W. MECHANIC STREET IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI.

WHEREAS, the City of Harrisonville, Missouri (the "City") has received an application from Brice Renner, with Pac-Rite Storage, LLC, seeking approval of a Special Use Permit for RV and boat storage on property located at 1640 W. Mechanic Street in the City of Harrisonville, Cass County, Missouri; and

WHEREAS, a legal notice announcing a public hearing to be held on the requested Special Use Permit and Preliminary Development Plan applications on October 16, 2025, before the Planning & Zoning Commission and on October 20, 2025, before the Board of Aldermen of the City of Harrisonville, Missouri was published in the September 25, 2025, edition of the *Tribune and Times* newspaper; and

WHEREAS, the Special Use Permit was considered by the Planning and Zoning Commission on October 16, 2025, and, with a voice vote of 7-0, recommended approval to the Board of Aldermen with the two (2) conditions of approval as stated; and

WHEREAS, in accordance with the provision of Chapter 89 RSMo, and Chapter 405 of the Code of Ordinance of the City of Harrisonville, Missouri, the Board of Aldermen, after careful and due deliberation, find the approval of the Special Use Permit and Preliminary Development Plan applications are in the best interest of the City of Harrisonville and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, AS FOLLOWS:

Section 1: The Board of Aldermen of Harrisonville, Missouri, hereby approves a Special Use Permit for RV and boat storage on property located at 1640 W. Mechanic Street in the City of Harrisonville, Cass County, Missouri, with the following two (2) conditions of approval:

- 1) The applicant shall install the required pavement improvements as specified in Section 405.565.E.3 prior to utilizing this space for the proposed use.
- 2) The time limit associated with this Special Use Permit shall be 10 years, at which time a new Special Use Permit is required to continue this use.

Section 2: The Special Use Permit consists of the following real estate in the City of Harrisonville, Cass County, Missouri, described as follows:

LEGAL DESCRIPTION:

LOT 2, RENNER PLACE.

Section 3: Severability. The sections, paragraphs, sentences, clauses, and phrases of this ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or

phrase of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this ordinance are valid, unless the court finds the valid portions of this ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4: Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 5: Effective Date. This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 20TH OF OCTOBER 2025 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 3RD DAY OF NOVEMBER, 2025 AND PASSED BY THE BOARD OF ALDERMEN THIS 3RD DAY OF NOVEMBER, 2025.

AYES:

NAYS:

AWAY:

ABSENT:

ABSTAIN:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

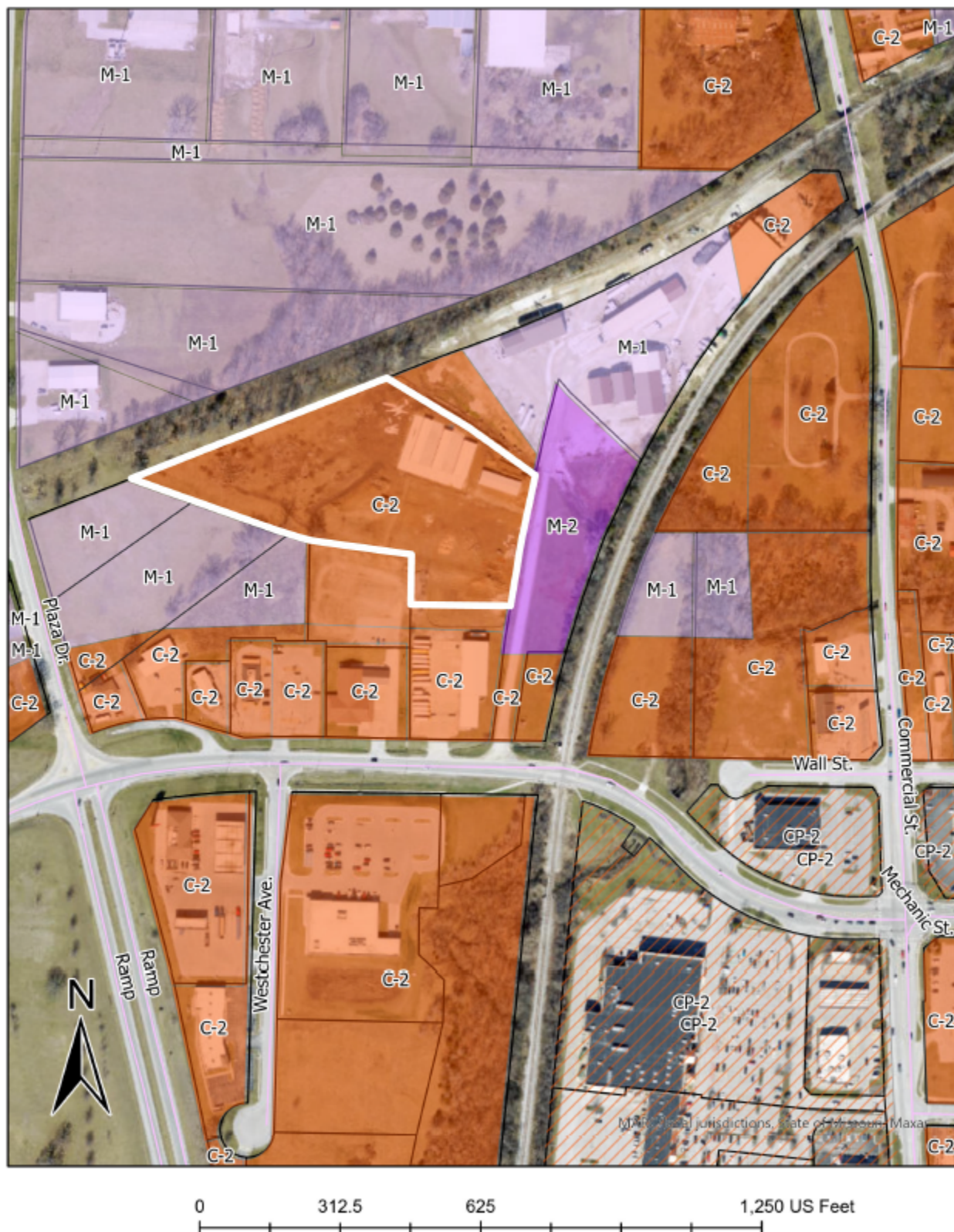
ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 3rd day of November, 2025

Attachment I: Zoning Map

Zoning Map



To: Mayor & Board of Aldermen

From: Jeremy Smith, Assistant City Administrator

Date: 10-20-25

Subject: Increase in dollar limit requirement for solicitation of bids

The cost of purchasing many of the goods that we need for many of the operations for the city has increased dramatically within the last 10 years and even more so in the last 5.

Staff have found that many of these products are now going over the threshold that need bids according to policy but ultimately are difficult or time-consuming to bid and it is burdensome work for both our staff and the vendor. Some of the vendors will not spend the time and resources to make a formal bid on these products and so we may see a non-bid or elevated product costs.

Recent examples of this are fire hydrants; cost has increased, but also the age of the infrastructure requires the purchase of slightly higher quantities. These two factors mean that a purchase that normally would just require quotes now has to go through a bid process. Think of buying 6 items instead of 3. There are limited vendors and not a significant reason to bid for the product. Transformers for the electric department can also fall into this category and some of the vendors will quote you a price but not spend the time to follow the requirements of a bid. I believe that all staff are doing a good job price shopping and always getting the quotes necessary to show that.

The current purchasing policy requires solicitation of bids and board approval for purchases and contracts with a cost of \$15,001 or more. Staff request approval of increasing the limit from \$15,001 to \$50,000.

The position of Director of Administrative Services throughout the purchasing policy chapter will also be updated to reflect the Assistant City Administrator position.

Please contact me if you have any questions.

City of Harrisonville, MO
Friday, October 17, 2025

Chapter 135. Purchasing Policy

Editor's Note: Former Chapter 135, Purchasing Policy, containing Sections 135.010 through 135.500, was amended and reorganized in full 3-20-2023 by Ord. No. 3641. Prior history includes: Ord. No. 3490.

Article I. Purchasing Policy, General Rules

Section 135.010. Overview.

[Ord. No. 3641, 3-20-2023]

- A. This purchasing policy provides guidelines to be followed in purchasing goods and services for the City of Harrisonville, Missouri ("City"). The City Administrator shall be responsible for enforcing this policy. These policies are intended to promote increased efficiency, standardization of purchasing procedures while obtaining supplies, equipment, and services as economically as possible. This purchasing policy is established pursuant to the authority granted in Section **130.020**, Purchasing Policy Procedure, of the City of Harrisonville, Missouri City Code.
- B. Each department is responsible for the management of their budget and purchasing.
- C. All purchasing will demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost with the optimum quality needed. Competition among suppliers shall be encouraged.
- D. Accepting gratuities in exchange for preferential treatment is strictly prohibited. Any discounts, free merchandise or prizes given as the result of City purchases become the property of the City.
- E. The City considers its vendors to be valuable assets. Sales representatives and vendors shall be treated with respect and dignity. They will be helpful in obtaining product and pricing information.
- F. The City will attempt to save as much money as possible by combining orders for greater buying power and by standardizing and simplifying the products being purchased.
- G. Procurement and purchasing procedures and administrative practices developed shall be uniformly standardized but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments, therefore, shall be standardized whenever consistent in the interest of efficiency and economy. The necessity for pre-planning supply and equipment needs by using departments cannot be overemphasized.
- H. No member of the Board of Aldermen of the City of Harrisonville shall:
 - 1. Perform any service for the City or an agency of the City for any consideration other than the compensation provided for the performance of his/her official duties, except as provided in the following paragraphs.
 - 2. Sell, rent or lease any property to the City or any agency of the City for consideration in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum, unless the transaction is made pursuant to an award on a contract let or sales made

after public notice and, in the case of property other than real property, competitive bid, provided that the bid or offer accepted is the lowest received.

3. No sole proprietorship, partnership, joint venture, or corporation in which any member of the Board of Aldermen is the sole proprietor, a partner having more than a ten percent (10%), partnership interest, or a coparticipant or owner in excess of ten percent (10%) of the outstanding shares of any class of stock shall:
 - a. Perform any service for the City or any agency of the City for any consideration in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum, unless the transaction is made pursuant to an award of contract after public notice and competitive bidding, provided that the bid or offer accepted is lowest received.
 - b. Sell, rent or lease any property to the City or any agency of the City where the consideration is in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and, in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest bid.
 - c. The Board of Aldermen sets goals, priorities and standards for the City programs and services through adoption of the annual budget. The budget establishes expenditure levels for each department. No further Board of Aldermen action is required to initiate purchases within the budget limits.
 - d. Department heads are granted full responsibility and broad discretion by the City Administrator to make purchases within the scope of their departmental appropriations. Budget appropriations do not mandate expenditures. Purchases are to be mandated by need, not an unspent budget appropriation. The City Administrator may establish spending levels below those budgeted if revenue collections are inadequate to fulfill budgetary needs. Expenditures more than the appropriated personnel services element require written approval from the City Administrator.
- I. Notwithstanding any requirements or provisions arising from Federal or State law, the Board of Aldermen may, by motion and affirmative vote of a majority of its members, suspend and waive any and all provisions and requirements imposed by Sections **135.020** through **135.030**. Such motion shall clearly state the provisions and requirements to be suspended and waived, and either the duration of the suspension and waiver or the particular purchases to which the suspension and waiver applies.
- J. The City shall endeavor to require all vendors to provide certificates of insurance and/or bonds such that the City is satisfied that it shall not be exposed to unwarranted or unnecessary liability arising from its purchases and contracts. It is the department head's responsibility to verify all applicable licenses, insurances and bonds are valid prior to entering into any agreement of services and goods.

Section 135.020. General Requirements.

[Ord. No. 3641, 3-20-2023]

- A. Specifications. It is the responsibility of the departments to write specifications and establish the quality of the product or service required. Specifications should be written to foster competition.
- B. Preference Policy. All things being equal, the City prefers to deal with local distributors or local sources. If an item is needed, local vendors need to be contacted to see if the items can be obtained from them as economically as out-of-town sources. The City shall have an agreement with the State of Missouri Cooperative Procurement Program for purchases of goods. Vendors shall be treated in a fair and businesslike manner with preference given to area vendors when all factors are reasonably comparable.

- C. Domestic Product Policy. The City shall not enter any contract for the purchase or lease of manufactured commodities unless the contract contains a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontracts thereto shall be manufactured, assembled, or produced in the United States, except:
1. Where the specified products are not manufactured, assembled, or produced in the United States in sufficient quantities to meet the requirement of the contract;
 2. The specific product cannot be manufactured, assembled, or produced in the United States within the necessary time or in sufficient quantities to meet the contract requirements;
 3. Where the costs of buying United States manufactured products would be more than five percent (5%) over foreign made goods; or
 4. Where the contract is for less than one thousand dollars (\$1,000.00).
- D. Purchases Supported By Grant Funds. Departments shall review all requirements for grant funding to ensure the procurement process required as a condition to receiving said grant funds are complied with during the procurement of the item. Departments may have the CIP Analyst assist in the inclusion of all required procedures that are in addition to the requirements of this policy.
1. To the extent that a grant contains a requirement related to mandatory procurement policies that are not contained in this Purchasing Policy, the City Administrator shall have the authority to waive provisions of this policy in the form of a written memorandum for the limited purpose of ensuring compliance with the grant.
- E. Product Testing/Demonstrations. Product testing and demonstrations may be held as deemed appropriate by the department and does not require prior approval. In no case shall the retention of a test item by the City be evidence of intent to purchase said item.
1. The using agencies under the authority of the City Administrator shall be responsible for ensuring that all supplies and contractual services conform to the specifications set forth in the order or contract.
 2. The City Administrator shall have the authority to require chemical tests of samples submitted with bids and samples of deliveries which are necessary to determine their conformance with the specifications. In the performance of such tests, the City Administrator shall have authority to make use of laboratory facilities of any agency of the City or any outside laboratory.
- F. Computer Related Items. Purchases of computer-related equipment/software must be made via the IT Department unless the Assistant City Administrator ~~Director of Administrative Services~~ delegates certain purchases to certain departments. All purchases shall follow this procurement policy. Prior approval of the Assistant City Administrator ~~Director of Administrative Services~~ or his/her designee is required to purchase, transfer, or dispose of any computer software or related hardware.
- G. Capital Asset Items. Departments shall follow the City's Capital Asset Policy when accepting and receiving any item that meets the definition of a capital asset. An item is a capital asset if all the following criteria are met:
1. It is tangible in nature;
 2. Has a useful life of two (2) or more years; and
 3. Has a value exceeding five thousand dollars (\$5,000.00).
- H. Sensitive Asset Items. A sensitive asset is an asset with a value of five thousand dollars (\$5,000.00) or less which could easily be adopted for personal use or converted into cash, including property for which theft, loss, or misplacement could be dangerous to the public safety or community security. Sensitive asset property must be subject to physical security, protection, control, and accountability by the department assigned with responsibility of the asset. Examples of sensitive asset items include but are not limited to, firearms and weapons; computers; cell phones; and audio-visual equipment.

- I. **Construction Projects.** Construction projects should be procured through and coordinated with the Public Works Department. Projects of this type and size require specific construction documents, professional services, and management. Section 4 Approval Levels apply to construction projects.
- J. **Licenses.** It is the responsibility of the department doing the purchasing or construction of a project to confirm that a business has a valid City business license on file.
- K. **Insurance Requirements.** If applicable, vendors shall provide a certificate of insurance and endorsements in accordance with all contractual requirements.
- L. **Vendor Requirements.** To be placed in the City's ERP system as a vendor, vendors are required to provide a Federal W-9 which needs to be turned in to the Accounts Payable Office, prior to any purchase of goods or services.
- M. **Work Authorization And E-Verify.** For any contract for services greater than five thousand dollars (\$5,000.00), the successful bidder shall comply with Section 285.530, RSMo., as amended, and: (1) provide by affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien, and (2) provide documentation affirming its enrollment and participation in a Federal work authorization program with respect to the employees working in connection with this contract. The required documentation affirming enrollment must be from the Federal work authorization program provider. A letter from bidder reciting compliance is not sufficient. When applicable, solicitations shall require the signed and notarized work authorization affidavit and the electronic signature page from the E-Verify program prior to the issuance of a contract.
- N. **Prevailing Wage.** Contracts for construction or major repair projects that have an estimated or actual expenditure of seventy-five thousand dollars (\$75,000.00) or more shall comply with Section 290.210, et seq., RSMo., as amended. Missouri's prevailing wage law establishes a minimum wage for certain projects. For assistance determining if a project is in compliance, contact the City Attorney.
- O. **Contract Total Cost.** When determining the total cost for a contract, departments shall include the annual cost of goods, services, maintenance, shipping, handling, travel expenses, labor, installation, and any other ancillary costs ("contract total cost"). The amount of the contract total cost determines which approval level in Section 4 applies. The annual lease amount for equipment or real property and associated ancillary costs shall be used as the contract total cost when applying approval levels in Section 4.
- P. **Funding.** Prior to initiating any procurement, staff shall ensure that sufficient budgeted funds are available for the acquisition of the goods and/or services.
- Q. **Purchase Orders.** Absent extenuating circumstances, staff should create a requisition for purchase order approval, prior to making a purchase of five hundred dollars (\$500.00) or more from an awarded quote, bid, RFP, RFQ, 1TB, or other solicitation process to assure City and vendor compliance to the contract or the City's standard terms and conditions are incorporated. Examples of crucial times to process a requisition are projects that have prevailing wage, cover multiple years, goods that may have a lead time, or when it is critical the City's terms and conditions are included. Staff should also provide all necessary forms for purchasing and inventory.

Section 135.030. Definitions.

[Ord. No. 3641, 3-20-2023]

As used in this purchasing policy, the following terms shall have the meanings ascribed to them:

BID BOND

An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the bidder will not withdraw the bid. The bidder will furnish bonds in the required amount and if the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the surety will pay a specific amount.

BOARD or BOARD OF ALDERMEN

The Board of Aldermen of the City, as set forth in the City Code.

CHANGE ORDER

A written alteration that is issued to modify or amend a construction contract or construction project purchase order. A bilateral (agreed to by all parties) or unilateral (government orders a contract change without the consent of the contractor) request which directs the contractor to make changes to the contracted scope of work or specifications. In reference to construction contracts, it relates primarily to changes caused by unanticipated conditions encountered during construction not covered by the drawings, plans or specifications of the project.

CHANGE ORDER AUTHORIZATION

A form used on construction contracts when an amendment to the original contract is requested by the contractor and the work must proceed prior to processing a change order in order to prevent project delays.

CITY

The City of Harrisonville, Missouri.

CITY CODE

The Code of Ordinances of the City.

CONSTRUCTION

The process of utilizing labor to build, alter, improve, or demolish any structure, building or public improvement. Generally does not apply to routine maintenance, repair, or operation (MRO) of existing real property.

CONTRACTUAL SERVICES

Personal services, all telephone, gas, water, electric light and power services, towel and cleaning services, leases for all grounds, buildings, offices, or other space required by the using agency and the rental, repair or maintenance of equipment, machinery and other City-owned personal property. The term shall not include insurance, professional and other contractual services which are in their nature often unique and not subject to normal competitive bidding.

COOPERATING AGENCY

Any department, agency, commission, bureau, or other unit in the City Government not under the direction and control of the Board of Aldermen or part of any other governmental unit whether school district, special authority, other municipality, County or otherwise which cooperates with the City in purchasing any items covered by this policy.

FORMAL BID

A bid that must be submitted in a sealed envelope and in conformance with a prescribed format to be opened in public at a specified date and time. As it pertains to the City, formal bids must be solicited for all goods or services fifteen thousand dollars (\$15,000.00) or more.

INFORMAL BID/PROPOSAL

A competitive bid, price quotation or proposal for goods or services that is conveyed by a letter, e-mail or other written manner that does not require a formal sealed bid or proposal, public opening, or other formalities. Generally relegated to requirements that may be considered low value or fall under a stipulated price/cost threshold.

PURCHASING EMERGENCY

An unexpected and urgent situation where an immediate threat to public health and safety exists; where conservation of public resources is at risk; where an immediate response is necessary to prevent further damage to public property, machinery, or equipment; where delay would result in significant financial impact to the City as determined by the City Administrator; or an emergency as declared by the Board.

PURCHASING POLICY or POLICY

All Articles, Sections, paragraphs, and language included herein and adopted by the Board of Aldermen by ordinance to be included in City Code Section **130.020** and Chapter **135**, as amended from time to time.

SUPPLIES

All supplies, materials, equipment, commodities, and capital outlays.

USING AGENCY

Any department, agency, commission, bureau, or other unit in the City Government using supplies or procuring contractual services as provided for in this policy and which shall be under the direction and control of the Board of Aldermen.

Section 135.040. through Section 135.190. (Reserved)**Article II. Purchasing Levels****Section 135.200. Purchases -- Level 1 -- One Dollar (\$1.00) To Four Hundred Ninety-Nine Dollars (\$499.00).**

[Ord. No. 3641, 3-20-2023]

Items in this range may be purchased by City departments and the department head without prior approval from the Finance Department and City Administrator. Department heads must approve purchase and funds must be available in the budget. All City employees shall perform reasonable due diligence to ensure that all products and services required by the City are purchased at reasonable costs, but purchases made pursuant to this Section shall not require a specified number of bids or quotes.

Section 135.210. Purchases -- Level 2 -- Five Hundred Dollars (\$500.00) To Five Thousand Dollars (\$5,000.00).

[Ord. No. 3641, 3-20-2023]

The department head, ~~Assistant City Administrator~~ ~~Director of Administrative Services~~ and City Administrator must approve the purchase prior to order and funds must be available in the budget. Competitive quotes, unless the City Administrator determines that they should not be required, shall be solicited in writing or by telephone from at least three (3) vendors. Failure of a vendor to respond to a solicitation shall not invalidate a legitimate solicitation by the City in calculating solicitations made. If the City Administrator determines that competitive quotes should not be required, the City Administrator shall document the reason giving rise to that determination. Acceptable reasons for not soliciting competitive bids, include, but are not limited to, replacement of like for like products or services when the approximate cost is within the reasonable range of industry standard, availability of products or services through a qualified current or previous vendor, and the cost-benefit analysis of expediency in procurement relative to the cost of the products or services to be procured. Quote information received and solicitation attempts made will be tabulated and made part of the invoice records, as well as record of prior required City approvals.

Section 135.220. Purchases -- Level 3 -- Five Thousand One Dollars (\$5,001.00) To ~~Fourty-Nine Thousand Dollars~~ ~~Fifteen Thousand Dollars~~ (\$~~1549~~,000.00).

[Ord. No. 3641, 3-20-2023]

The department head, Assistant City Administrator ~~Director of Administrative Services~~, and City Administrator must approve the purchase prior to order and funds must be available in the budget. Competitive quotes are required and shall be obtained in writing or by telephone from at least three (3) vendors. If the City has not received three (3) competitive quotes for a given product or service after good faith solicitations for competitive quotes are made to at least ten (10) prospective vendors or good faith advertisement of a request for proposals or an invitation to bid, the City may proceed with the purchase despite receiving fewer than three (3) quotes. Quote information received and solicitation attempts made will be tabulated and made part of the invoice records, as well as record of prior required City approvals.

Section 135.230. Purchases -- Level 4 -- Fifty Thousand Dollars~~Fifteen Thousand One Dollars (\$15,001.00)~~ Or More.

[Ord. No. 3641, 3-20-2023]

- A. The award of contracts and purchases over fifty thousand dollars~~fifteen thousand one dollars (\$50,000.0015,001.00)~~ must be approved by the Board of Aldermen unless such contract or purchase is already approved in the adopted budget for the current fiscal year. The City Administrator shall notify the Board of Aldermen of all contracts or purchases that meet these criteria monthly. In all cases, funds must be available in the budget or necessary budget amendments must be presented in conjunction with approval of purchase.
- B. The following procedures apply to Level 4 purchases:
 1. Written notification to current supplier/vendor if services are being solicited.
 2. Advertisement shall be placed:
 - a. In the City's newspaper of record.
 - b. On Cooperative Purchase websites if applicable.
 - c. On the City website.
 3. Bid solicitations shall state whether the request is for sealed bids or competitive proposals or quotes.
 4. A specific due date and time shall be provided. Any bids/proposals received after such date and time will not be accepted.
 5. All bids must be received sealed and upon receipt shall be date and time stamped and initialed by City staff.
 6. All bids will be publicly opened with at least two (2) City staff members present.
 7. After the opening, the City Clerk shall tabulate and certify all bids received. Any bid from the lowest and best responsible bidder that is for an amount equal to or under what the City's current budget allows for the item put out to bid can be approved solely by the City Administrator.
 8. When deemed necessary by the City Administrator or when requested by a using agency or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter a contract within ten (10) days after the award and the invitation to bid shall so state.
- C. As a requirement to be considered for selection, Level 4 bids, except material or supply only invitations to bids, shall include the following:
 1. As applicable by State or Federal regulations, the current prevailing wage determination shall be included in the bid documents, whether prepared by City staff or a consultant and notation

made of the wage determination's applicability to the project.

2. A bid bond for five percent (5%) of the base bid must be included with the bid.
3. A one hundred percent (100%) payment and performance bond shall be provided with the signed contract.
4. Proof of general liability insurance in the amount of two million dollars (\$2,000,000.00) and workers' compensation as required shall be provided. The City shall be named as an "other insured" on the binder.

Section 135.240. through Section 135.290. (Reserved)

Article III. Types Of Purchases

Section 135.300. Local Buying.

[Ord. No. 3641, 3-20-2023]

- A. Goods and services purchased by the City shall be purchased from merchants and businessmen located in the City or Cass County, Missouri unless:
 1. Such goods of like quality and services are not available in the City or County.
 2. The cost of such goods and services plus shipping and handling may be purchased outside the City or County if the savings are greater than five percent (5%).
 3. An emergency exists and such goods or services are not immediately available in the City.
 4. State/Federal requirements are such to require lowest bid.

Section 135.310. Sole Source Purchases.

[Ord. No. 3641, 3-20-2023]

- A. The Board acknowledges there are occasions when products/services must be purchased from one (1) specific source or manufacturer. If a request is made to purchase a product produced by only one (1) supplier, yet several sources can provide a similar product, the request will be subject to the normal bid process. Should a request that products/services be purchased on a sole source basis, it must meet one (1) of the criteria shown below. A written explanation must be provided, commonly referred to as a "sole source justification," to support the request. The four (4) most accepted sole source justifications are outlined below. Such justifications have been accepted with proper supporting documentation.
 1. The requested product is an integral part or accessory to existing equipment.
 2. The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
 3. The requested product or service has unique design, performance and/or quality specifications that are essential to a particular function and are not available in comparable products.
 4. The requested service or system requires a supplier with unique skills or experience.
- B. In rare cases, only one (1) supplier may exist to provide a particular product or service. When providing a justification based on the availability of one (1) supplier, the product or service must be defined in generic terms. Specifying patented products or processes, when not necessary to meet

functional requirements, is not acceptable as a sole source justification. Justifications can be accepted more readily by providing information regarding attempts to locate other suppliers, such as letters, informal quotations, or telephone contacts.

Section 135.320. Collaborative Procurement.

[Ord. No. 3641, 3-20-2023]

A. The City shall give preference to opportunities for procurement where the City can utilize:

1. Metropolitan and/or State contracts where such goods and services are available to the City.
2. The contract of another municipality.

Section 135.330. Indefinite Quantity Procurement.

[Ord. No. 3641, 3-20-2023]

In any case where the City has awarded a contract, pursuant to receipt of competitive bids, for the procurement of any supply, service, or construction on a unit-price basis, the City Administrator may negotiate with the successful bidder for the purchase of additional quantities of the supply, units of service, or construction. In no instance shall the unit price of the additional quantities of supply, units of service, or construction procured in accordance with this Section **135.330** exceed the effective unit price of the original contract by more than fifteen percent (15%). The agreement for additional quantities of the supply, units of service, or construction shall be incorporated into the original contract by addendum. Any addendum entered into pursuant to this Section **135.330** for the purchase of additional quantities of supply, units of service, or construction valued at greater than fifteen thousand one dollars (\$15,001.00) shall be approved by the Board of Aldermen, unless such purchase is already approved in the adopted budget for the current fiscal year, in which case the City Administrator will solely approve.

Section 135.340. through Section 135.390. (Reserved)

Article IV. Purchasing Procedures And Awards

Section 135.400. Emergency Purchasing Procedures.

[Ord. No. 3641, 3-20-2023]

A. Notwithstanding any other provision of this Chapter, in the case of an apparent emergency which threatens the public health, welfare, or safety, requiring the immediate purchase of supplies, service or construction, the City Administrator shall have the power to secure the necessary items in the open market, without competition, regardless of the amount of the expenditure. The City Administrator will advise the Mayor and Board of Aldermen as soon as is practical and advise of the apparent emergency. A report of the circumstances of an emergency purchase shall be made, in writing, by the City Administrator to the Board of Aldermen.

B. In no event shall the contract price exceed commercially reasonable price.

Section 135.410. Competitive Bidding/Auction Required For Purchases Or Sales Of Property.

[Ord. No. 3641, 3-20-2023]

All purchases and contracts for supplies and contractual services and all sales of personal property which has become obsolete and unusable shall, except as expressly provided in this policy or by the City Code, be based wherever possible on competitive bids/auctions.

Section 135.420. Subdivision Or Change Order Of Contract To Evade Requirements Of This Policy Prohibited.

[Ord. No. 3641, 3-20-2023]

No contract or purchase shall be subdivided to avoid the requirements of this policy, nor shall change orders exceeding five percent (5%) of the total approved bid amount be allowed without following the same purchasing policy procedures as included in this policy or, in lieu of quotes or sealed bids where required, must be approved by the using change order form and obtaining approval from the City Administrator. The department director and the City Administrator will send the explanation in a weekly report to the Mayor and Board of Aldermen.

Section 135.430. Factors For Determination Of Lowest And Best Responsible Bidder.

[Ord. No. 3641, 3-20-2023]

A. In determining the lowest and best responsible bidder, the Board of Aldermen shall consider.

1. The ability, capacity, and skill of the bidder to perform the contract or provide the services required.
2. Whether the bidder can perform the contract or provide the services promptly or within the time specified without delay or interference.
3. The character, integrity, responsibility, judgment, experience, and efficiency of the bidder.
4. Whether the bidder is in default on the payment of taxes, licenses, or other monies due the City. This factor alone shall justify disqualification.
5. The quality and performance of previous contracts or services.
6. The previous and existing compliance by the bidder with laws, the provisions of this policy, City Code and other City ordinances relating to the contract or service.
7. The sufficiency of the financial resources and ability of the bidder to perform a contract or provide the service.
8. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
9. The ability of the bidder to provide future maintenance and service of machines for the use of the subject of the contract.
10. The number and scope of conditions attached to the bid.
11. What is in the best interest of the City.

Section 135.440. Award To Local Bidder -- Tie Bids.

[Ord. No. 3641, 3-20-2023]

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. If there shall be no local bidder or more than one (1) local

bidder with a low equal bid, the City Administrator shall award the contract if the item put out to bid has been budgeted for in the City's current budget and the bid is equal to or under the amount budgeted for. When the item has not been budgeted for, or when the bid is above the amount budgeted for, Board of Aldermen shall award the contract to one (1) of the tie bidders by drawing lots in public.

Section 135.450. Bids -- Award To Lowest And Best Responsible Bidder.

[Ord. No. 3641, 3-20-2023]

All open market purchases, shall, wherever possible, be based on at least three (3) competitive bids which may be either oral or written and shall be awarded to the lowest and best responsible bidder in accordance with the standards set forth in Sections **135.430** and **135.450**.

Section 135.460. Solicitation Of Bids.

[Ord. No. 3641, 3-20-2023]

The using department shall solicit bids by direct or electronic mail request to prospective suppliers or by telephone or by such other method as he/she shall deem appropriate to receive competitive proposals.

Section 135.470. through Section 135.490. (Reserved)

Article V. Policy And Procedure For The Procurement Of Architectural, Engineering, Land Surveying, Maintenance Services And Other Professional Services

Section 135.500. Policy Established.

[Ord. No. 3641, 3-20-2023]

The City does adopt and establish a policy and procedure for the selection and procurement of professional services in accordance with the following provisions. The City Administrator is hereby directed to implement the provisions of the policy set forth in this Article. The following shall be the policy and procedure for selecting architectural, engineering, land surveying services and other professional services (hereinafter referred to as professional services) for the City.

Section 135.510. Definitions.

[Ord. No. 3641, 3-20-2023]

As used in this Article, the following terms shall have the meanings ascribed to them:

ARCHITECTURAL SERVICES

Those services within the scope of practice of architecture as defined by the laws of the State of Missouri, Section 327.091, RSMo.

ENGINEERING SERVICES

Those services within the scope of practice of engineering as defined by the laws of the State of Missouri, Section 327.181, RSMo.

FIRM

Any individual, firm, partnership, corporation, limited liability company, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying or other professional services and provide said services.

LAND SURVEYING SERVICES

Those services within the scope of practice of land surveying services as defined by the laws of the State of Missouri, Section 327.272, RSMo.

MAINTENANCE SERVICES

The repair, but not replacement, of existing facilities when the size, type or extent of the existing facilities is not thereby changed or increased.

OTHER PROFESSIONAL SERVICES

Those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as land appraisal, urban planning, finance, real estate, and others.

Section 135.520. Types Of Services.

[Ord. No. 3641, 3-20-2023]

- A. After reviewing the detailed proposals, the department head shall make a recommendation to the Board of Aldermen for approval or rejection of the budget proposal. The City Administrator shall have the right to accept a proposal for professional services if the proposal is equal to or under the amount budgeted for in the City's current budget. The Board has the right to approve or reject all proposals if the City's current budget does not account for the professional service requested or if the proposal is over the amount budgeted for in the City's current budget. Projects will be divided into four (4) types as follows:
1. Type 1. Services for projects where fees will exceed fifteen thousand dollars (\$15,000.00); the using agency shall select at least five (5) firms to be contacted for an "expression of interest." After the expressions of interest are received and reviewed, at least three (3) detailed proposals shall be requested. Request for the expressions of interest and detailed proposals may be combined into a single request.
 2. Type 2. Services for projects where fees are less than fifteen thousand dollars (\$15,000.00) but more than five thousand dollars (\$5,000.00); three (3) written proposals are required, when reasonable or as allowed in Section 135.270. Such written proposals may be solicited by mail or telephone. The City Administrator shall have the right to accept a proposal for professional services if the proposal is equal to or under the amount budgeted for in the City's current budget. If the proposal is unbudgeted for or for an amount over the amount budgeted for in the City's current budget, the department head then makes a recommendation to the Board of Aldermen for approval or rejection of the proposal.
 3. Type 3. Services for projects where fees are less than five thousand dollars (\$5,000.00) may be made by the department head of the using agency without soliciting competitive proposals upon approval of the City Administrator.
 4. Type 4. Maintenance service where the costs are less than five thousand dollars (\$5,000.00) may be made by the department head of the using agency without soliciting competitive proposals upon approval of the City Administrator.

Section 135.530. General Procedures And Responsibilities.

[Ord. No. 3641, 3-20-2023]

- A. Expressions Of Interest Type 1 Projects. For Type 1 service, the using agency shall solicit proposals from approved qualified firms. The request should invite comments as to the special

experience in the project being considered and describe previous experience with similar projects. The expressions of interest will be reviewed by the using agency requesting the services. Factors to be determined in the initial screening will include:

1. Specialized experience and technical competence with respect to the type of services required.
 2. Quality of services previously performed by the firm for the City.
 3. Past record of performance with respect to cost control, quality of services and ability to meet schedules.
 4. Community relations including evidence of sensitivity to citizen concerns.
 5. The firm's proximity to and familiarity with the area where the project is located.
- B. Detailed Proposals. Firms requested to submit detailed proposals will provide the information prescribed by the using agency. The information shall include:
1. Project name for which firm is filing.
 2. Name and address of firm.
 3. Previous related experience.
 4. Outside firms or outside personnel to be used on projects.
 5. Brief resume of key persons, specialists.
 6. Special experience in the project being considered.
 7. Any work previously or currently performing for City.
 8. Description of resources.

Section 135.540. Selection.

[Ord. No. 3641, 3-20-2023]

- A. Upon receipt of the detailed proposals for Type 1 or 2 projects, the department head will review the proposals; interview the prospective firms, if necessary; and make a recommendation of two (2) firms best qualified and capable of performing the desired work.
- B. The using agency shall negotiate a contract with the top firm selected. If a satisfactory contract cannot be negotiated with the top firm, negotiations with that firm shall be terminated with the approval of the department head and City Administrator. Negotiations may then begin with the second firm. If there is a failing of accord with the second firm, negotiations with such firm may be terminated with the approval of the department head and City Administrator.
- C. If an agreement cannot be negotiated with the two (2) selected firms, the using agency shall re-evaluate the professional services, including scope and fee requirements, and proceed in accordance with this policy.

Section 135.550. (Reserved)

Section 135.560. Prohibition Against Contingent Fees.

[Ord. No. 3641, 3-20-2023]

- A. Each contract entered by the City for professional services shall contain a prohibition against contingent fees as follows:

"The architect, engineer or land surveyor (as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, engineer or land surveyor, to solicit or secure any person, company, corporation, limited liability company, individual or firm, other than a bona fide employee working solely for the architect, engineer or land surveyor, any fees, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement."

- B. For the breach or violation of the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

Section 135.570. Exceptions.

[Ord. No. 3641, 3-20-2023]

When, in the opinion of the City Administrator, the nature of other professional services is so specialized that there is only a sole reasonable supplier of a professional service that can meet the City's needs, the City Administrator may select such firm or recommend the Board of Aldermen select such firm. An exception shall be promptly reported to the Board of Aldermen with an explanation of the reasons, therefore.

Section 135.580. through Section 135.590. (Reserved)

Article VI. Other Procurement/Purchasing Procedures

Section 135.600. Procurement/Purchasing Related To Grant Eligibility.

[Ord. No. 3641, 3-20-2023]

Should the City apply for funding through grant, contribution, endowment, donation or other similar award ("grant funding") for City supplies and contractual services, then the City shall comply with the individual procurement requirements of each grant funding ("grant procurement requirements") in lieu of the procurement policy requirements of this purchasing policy; provided, however, that grant procurement requirements shall achieve the minimum standards established by the procurement policy requirements of this purchasing policy.

Section 135.610. Cooperative Purchasing Authority.

[Ord. No. 3641, 3-20-2023]

To the extent permitted by law, the City may engage in cooperative purchasing for supplies and contractual services with other Federal, State, and local public entities, municipalities, political subdivisions, cooperating agencies, and governmental units, agencies and other authorities (collectively, "cooperative purchasing") when it serves the best interests of the City. Cooperative purchasing is not subject to the procurement provisions of this purchasing policy.

Section 135.620. through Section 135.690. (Reserved)

Article VII. Other Selection Methods

Section 135.700. Other Selection Methods.

[Ord. No. 3641, 3-20-2023]

Nothing in the purchasing policy of the City's Municipal Code shall be interpreted to preclude the use of selection methods, including, but not limited to, qualifications-based selection, design-build contracts, and/or negotiated contracts with architectural, engineering and construction services to the extent permitted by applicable law. In this purchasing policy, "design-build" means a project in which the design and construction services are furnished under one (1) contract with a contractor selected primarily based on qualifications and "qualifications-based selection" means a negotiated procurement process for the selection of professional architects, engineers and land surveying services using objective criteria looking for competence and experience relative to the work to be performed.

Section 135.710. through Section 135.790. (Reserved)

Article VII I. Capitalization Of Purchases -- Procedures

Section 135.800. Capitalization Of Purchases -- Procedures.

[Ord. No. 3641, 3-20-2023]

- A. In accordance with recommendations of the Government Financial Officers Association (GFOA), the following guidelines apply in determining a capital asset:
1. The asset will be capitalized only if it has an estimated useful life of a least two (2) years following the date of acquisition;
 2. The capitalization threshold will be applied to individual fixed assets rather than groups of fixed assets (e.g., desks, tables);
 3. The capitalization threshold will be five thousand dollars (\$5,000.00); and
 4. Control of non-capitalized fixed assets will be exercised by establishing and maintaining adequate control procedures at the department level.

Council Bill No. 2025

Ordinance No.

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI AMENDING MUNICIPAL CODE CHAPTER 135
REGARDING PURCHASING APPROVALS AND SECTIONS 135.220 AND 135.230
REGARDING THE REGULATIONS FOR PURCHASING LEVELS WITHIN THE
CITY'S PURCHASING POLICY**

WHEREAS, the City of Harrisonville desires to amend various sections of the Harrisonville Municipal Code (the "Code") in regards to the regulations for purchasing levels within the City's purchasing policy; and

WHEREAS, the City of Harrisonville desires to update Code provisions regarding the purchasing policy better align with the Board of Aldermen's directions on purchases.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AS FOLLOWS:

Section 1: All references throughout Chapter 135 listing the position of "Director of Administrative Services" will be amended to list the position of "Assistant City Administrator".

Section 2: Section 135.220 of the Code is hereby amended to read as follows:

Purchases – Level 3 – Five Thousand One to Forty-Nine Thousand Dollars. The department head, Assistant City Administrator, and City Administrator must approve the purchase prior to order and funds must be available in the budget. Competitive quotes are required and shall be obtained in writing or by telephone from at least three (3) vendors. If the City has not received three (3) competitive quotes for a given product or service after good faith solicitations for competitive quotes are made to at least ten (10) prospective vendors or good faith advertisement of a request for proposals or an invitation to bid, the City may proceed with the purchase despite receiving fewer than three (3) quotes. Quote information received and solicitation attempts made will be tabulated and made part of the invoice records, as well as record of prior required City approvals.

Section 3: Section 135.230 of the Code is hereby amended to read as follows:

Purchases – Level 4 – Fifty Thousand Dollars or More.

A. The award of contracts and purchases over Fifty Thousand Dollars (\$50,000.00) must be approved by the Board of Aldermen unless such contract or purchase is already approved in the adopted budget for the current fiscal year. The City Administrator shall notify the Board of Aldermen of all contracts or purchases that meet these criteria monthly. In all cases, funds must be available in the budget or necessary budget amendments must be presented in conjunction with approval of purchase.

B. The following procedures apply to Level 4 purchases:

1. Written notification to current supplier/vendor if services are being solicited.
2. Advertisement shall be placed:
 - a. In the City's newspaper of record.
 - b. On Cooperative Purchase websites if applicable.
 - c. On the City website.
3. Bid solicitations shall state whether the request is for sealed bids or competitive proposals or quotes.
4. A specific due date and time shall be provided. Any bids/proposals received after such date and time will not be accepted.
5. All bids must be received sealed and upon receipt shall be date and time stamped and initialed by City staff.
6. All bids will be publicly opened with at least two (2) City staff members present.
7. After the opening, the City Clerk shall tabulate and certify all bids received. Any bid from the lowest and best responsible bidder, that is for an amount equal to or under what the City's current budget allows for the item put out to bid can be approved solely by the City Administrator.
8. When deemed necessary by the City Administrator or when requested by a using agency or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter a contract within ten (10) days after the award and the invitation to bid shall so state.

C. As a requirement to be considered for selection, Level 4 bids, except material or supply only invitations to bids, shall include the following:

1. As applicable by State or Federal regulations, the current prevailing wage determination shall be included in the bid documents, whether prepared by City staff or a consultant and notation made of the wage determination's applicability to the project.
2. A bid bond for five percent (5%) of the base bid must be included with the bid.
3. A one hundred percent (100%) payment and performance bond shall be provided with the signed contract.
4. Proof of general liability insurance in the amount of Two Million Dollars (\$2,000,000.00) and workers' compensation as required shall be provided. The City shall be named as an "other insured" on the binder.

Section 4: That this Ordinance shall be in effect immediately upon its passage and approval.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 20TH DAY OF OCTOBER 2025 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 3RD DAY OF NOVEMBER 2025 AND PASSED BY THE BOARD OF ALDERMEN THIS 3RD DAY OF NOVEMBER 2025.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

EXCUSED:

Mike Zaring, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 3rd day of November 2025.

TO: Mayor & Board of Aldermen

FROM: Kim Hubbard, Finance Manager

DATE: October 20, 2025

SUBJECT: BUDGET AMENDMENTS

EMS Ground Emergency Medical Transportation (GEMT) Budget Amendment

Harrisonville's Emergency Services has been participating in the Ground Emergency Medical Transportation Program (GEMT) since 2023.

The City received notification from Myers & Stauffer, the certified accounting group that calculates the reimbursements to the city; the notification informed the city of additional funds the city will be receiving for the period ending June 30, 2023, and June 30, 2024.

The City is required to pay the State an amount (match) which then will be returned to the City through the GEMT Program.

Attached are the notification letters.

ACCOUNT	DESCRIPTION	BUDGET	INCREASE	DECREASE	NEW BUDGET AMOUNT
16-0103-0216-00	Other Contractual Services	\$152,470.27	\$109,045.38	\$0.00	\$261,515.65
16-5366	GEMT Revenue	\$192,586.25	\$276,193.34	\$0.00	\$468,779.59



Missouri Department of Social Services

P.O. Box 6500 • Jefferson City, MO 65102-6500 • Phone: 573-751-3425
www.dss.mo.gov • TDD/TTY: 800-735-2966 Relay Missouri: 711



Todd Richardson
Director
MO HealthNet Division

October 10, 2025

Brad Ratliff
City Administrator
Harrisonville Emergency Services
903 S. Commercial
Harrisonville, Missouri 64701

CERTIFIED MAIL NUMBER:

Re: SFY 2023 GEMT Final Reconciliation

Dear Mr. Brad Ratliff:

This letter is the MO HealthNet Division's (MHD's) official notification of your GEMT Supplement Reimbursement additional reimbursement for State Fiscal Year (SFY) 2023. According to 13 CSR 70-6.020, MHD will audit and reconcile the as-filed cost report with paid claims data and provider records to determine that a GEMT provider's uncompensated Medicaid costs are reimbursed through the GEMT Supplement Reimbursement Program. MHD has completed the SFY 2023 GEMT audit and reconciliation, and the final results for your provider are enclosed and reflected in this letter.

Based on the results of the GEMT audit and reconciliation below, your SFY 2023 interim GEMT Supplement Reimbursement payments were less than your uncompensated Medicaid costs for GEMT services. In order to receive the additional reimbursement, the GEMT Supplement Reimbursement non-federal share amount below must be paid to MHD for the purposes of claiming federal financial participation.

		Interim Cost Report	Adjusted Cost Report	Net Reimbursement or (Recoupment)
1.	Non-Federal Share Transfer Amount	\$65,528.28	\$119,413.24	\$53,884.96
2.	Net Federal Participation Amount	\$127,057.97	\$231,336.83	\$104,278.86
3.	Net Cost of Transports Reimbursement	\$192,586.25	\$350,750.07	\$158,163.82

MHD is requesting that you submit the non-federal share amount to MHD on or before **November 10, 2025**. Note that the ambulance provider will be reimbursed the non-federal share amount and federal participation amount by **December 12, 2025**.

The SFY 2023 GEMT Supplemental Reimbursement non-federal share amount that you must pay to MHD is shown below. Refer to the IGT instructions below.

**Total SFY 2023 GEMT Supplemental
Reimbursement Non-Federal Share**

\$53,884.96

This is a final decision regarding payments for medical assistance. Missouri Statute, Section 208.156 RSMo 2000 provides for appeal of this decision. If you were adversely affected by this decision, you may appeal this decision to the administrative hearing commission. To appeal, you must file a petition with the administrative hearing commission within thirty days from the date of mailing or delivery of this decision, whichever is earlier, except that claims of less than five hundred dollars may be accumulated until such claims total that sum, at which time, you have ninety days to file the petition. If any such petition is sent by registered mail or certified mail, the petition will be deemed filed on the date it is mailed. If any such petition is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the commission

Compliance with this decision does not absolve the provider from any criminal liability related to the medical assistance program (MO HealthNet) activity that may be brought by any authorized agency.

ACH instructions for non-federal share (IGT) amount noted above:

Financial Institution Name:	Office of the Missouri State Treasurer
ABA/Routing Number:	086507174
Payee's Name: Account Name:	Social Services – Budget and Finance
Account Number:	8860105
Reference Information:	GEMT

If ACH is unable to be sent, please contact us and wire instructions will be provided.

If you have any questions regarding your SFY 2023 GEMT Supplement Reimbursement, please contact me at (573) 522-9843. Please feel free to contact me even if you intend to exercise your right to appeal the matter to the Administrative Hearing Commission.

Sincerely,



Connie Sutter



Missouri Department of Social Services

P.O. Box 6500 • Jefferson City, MO 65102-6500 • Phone: 573-751-3425
www.dss.mo.gov • TDD/TTY: 800-735-2966 Relay Missouri: 711



Todd Richardson
Director
MO HealthNet Division

October 10, 2025

Brad Ratliff
City Administration
Harrisonville Emergency Services
903 S. Commercial
Harrisonville, Missouri 64701

CERTIFIED MAIL NUMBER:

Re: SFY 2024 GEMT Final Reconciliation

Dear Brad Ratliff:

This letter is the MO HealthNet Division's (MHD's) official notification of your GEMT Supplement Reimbursement additional reimbursement for State Fiscal Year (SFY) 2024. Pursuant to section 208.1030 RSMo the non-federal share of the supplemental reimbursement submitted for purposes of claiming federal financial participation shall be paid with funds from the GEMT participating providers. In addition, as a condition of participation in the GEMT program the participating provider agrees to reimburse the Missouri Department of Social Services for an administrative fee, however, the administrative fee will be waived for cost report year FY24.

According to 13 CSR 70-6.020, MHD will audit and reconcile the as-filed cost report with paid claims data and provider records to determine that a GEMT provider's uncompensated Medicaid costs are reimbursed through the GEMT Supplement Reimbursement Program. MHD has completed the SFY 2024 GEMT audit and reconciliation, and the final results for your provider are enclosed and reflected in this letter.

		2024 Adjusted Cost Report Totals
1.	Non-Federal Share Transfer Amount	\$105,623.02
2.	Net Federal Participation Amount	\$204,992.75
3.	Net Cost of Transports Reimbursement	\$310,615.77

MHD is requesting that you submit the non-federal share amount to MHD on or before **November 10, 2025**. Note that the ambulance provider will be reimbursed the non-federal share amount and federal participation amount by **December 12, 2025**.

The SFY 2024 GEMT Supplemental Reimbursement non-federal share amount that you must pay to MHD is shown below. Refer to the IGT instructions below.

**Total SFY 2024 GEMT Supplemental
Reimbursement Non-Federal Share**

\$105,623.02

This is a final decision regarding payments for medical assistance. Missouri Statute, Section 208.156 RSMo 2000 provides for appeal of this decision. If you were adversely affected by this decision, you may appeal this decision to the administrative hearing commission. To appeal, you must file a petition with the administrative hearing commission within thirty days from the date of mailing or delivery of this decision, whichever is earlier, except that claims of less than five hundred dollars may be accumulated until such claims total that sum, at which time, you have ninety days to file the petition. If any such petition is sent by registered mail or certified mail, the petition will be deemed filed on the date it is mailed. If any such petition is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the commission

Compliance with this decision does not absolve the provider from any criminal liability related to the medical assistance program (MO HealthNet) activity that may be brought by any authorized agency.

ACH instructions for non-federal share (IGT) amount noted above:

Financial Institution Name:	Office of the Missouri State Treasurer
ABA/Routing Number:	086507174
Payee's Name: Account Name:	Social Services – Budget and Finance
Account Number:	8860105
Reference Information:	GEMT

If ACH is unable to be sent, please contact us and wire instructions will be provided.

If you have any questions regarding your SFY 2024 GEMT Supplement Reimbursement, please contact me at (573) 522-9843. Please feel free to contact me even if you intend to exercise your right to appeal the matter to the Administrative Hearing Commission.

Sincerely,



Connie Sutter

Council Bill No. 2025

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2025 THROUGH DECEMBER 31, 2025, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Harrisonville (“City”) staff has reviewed the Fiscal Year January 1, 2025 to December 31, 2025 (“Fiscal Year”) revenues and expenditures; and

WHEREAS, proposed amendments to the Fiscal Year 2025 Budget as operations or unforeseen expenses or revenues have occurred within the Fire Department through the EMS Ground Emergency Medical Transportation Program (GEMT); and

WHEREAS, this is a standard accounting practice to do budget amendments throughout the year; and

WHEREAS, The Board of Aldermen feel it is in the best interest of the City to approve the budget amendment presented for Fiscal Year 2025;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AS FOLLOWS:

Section 1: That the annual operating budget for the City of Harrisonville, Missouri, for the fiscal year beginning January 1, 2025, and ending on December 31, 2025, is hereby amended. Maximum amounts to be expended by fund are as follows:

Section 2: That the City Administrator is hereby authorized to amend the line items of the budget as needed, but in no event shall more funds be expended for any particular fund than that authorized by this budget without prior approval of the Board of Aldermen. In addition, any monies set aside for capital outlays shall not be used for any other purposes without prior approval of the Board of Aldermen.

Section 3: That this ordinance shall become effective immediately upon its passage and approval.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 20TH DAY OF OCTOBER 2025, AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 20TH DAY OF OCTOBER 2025, AND PASSED BY THE BOARD OF ALDERMEN THIS 20TH DAY OF OCTOBER 2025.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

EXCUSED:

Ex-Officio

Aldermen

Mike Zaring, Mayor and

Chairman of the Board of

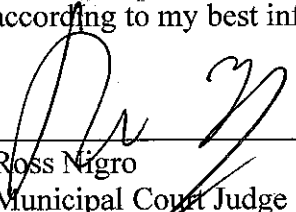
ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 20th day of October 2025.

IN THE MUNICIPAL COURT OF HARRISONVILLE, MISSOURI
CASS COUNTY

I certify that the attached is a report on all cases heard or tried before the Judge of the Circuit Court of Cass County Missouri, Municipal Division at Harrisonville during the month of **August 2025** and that the information and statements contained in said report are true and correct according to my best information, knowledge and belief.



Ross Nigro
Municipal Court Judge

5-16-25
Date

Presented and reviewed as required by Court Operating Rule 4.29.



City Clerk

9-17-25
Date

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary

RECEIVED

SEP 17 2025

CITY OF HARRISONVILLE

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: Harrisonville Municipal		Reporting Period: Aug 1, 2025 - Aug 29, 2025	
Mailing Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701					
Physical Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701				County: Cass County	
Telephone Number: (816)3808903		Fax Number:			
Prepared by: Michelle Shaffer		E-mail Address: michelle.shaffer@courts.mo.gov			
Municipal Judge: Ross C. Nigro					
<u>II. MONTHLY CASELOAD INFORMATION</u>					
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month		60	583	512	
B. Cases (citations/informations) filed		4	22	24	
C. Cases (citations/informations) disposed					
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0	
2. court/bench trial - GUILTY		0	0	0	
3. court/bench trial - NOT GUILTY		0	2	0	
4. plea of GUILTY in court		1	21	20	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	0	0	
6. dismissed by court		0	0	2	
7. <i>nolle prosequi</i>		9	50	32	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		10	73	54	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		54	532	482	
E. Trial de Novo and/or appeal applications filed		0	0	0	
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>					
1. # Issued during reporting period		61	<u>IV. PARKING TICKETS</u>		
2. # Served/withdrawn during reporting period		163	1. # Issued during period		
3. # Outstanding at end of reporting period		834	☐ Court staff does not process parking tickets		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: Harrisonville Municipal	Reporting Period: Aug 1, 2025 - Aug 29, 2025
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$903.50	Court Automation	\$191.55
Clerk Fee - Excess Revenue	\$124.36	Law Enf Arrest-Local	\$116.50
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$3.83	Total Other Disbursements	\$308.05
Bond forfeitures (paid to city) - Excess Revenue	\$94.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$7,733.00
Total Excess Revenue	\$1,125.69	Bond Refunds	\$0.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	\$7,733.00
Fines - Other	\$3,102.50		
Clerk Fee - Other	\$204.00		
Judicial Education Fund (JEF) ☒ Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$27.37		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$195.10		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$6.29		
Law Enforcement Training (LET) Fund surcharge	\$54.00		
Domestic Violence Shelter surcharge	\$56.00		
Inmate Prisoner Detainee Security Fund surcharge	\$54.00		
Restitution	\$1,016.50		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$1,583.50		
Total Other Revenue	\$6,299.26		