



Your Community Newsletter for March 2020

From the Mayor's Desk

What an interesting time for the world. We're all in a situation that is unsure of what the future holds. We've all been learning about this pandemic at the same time and it seems as though we must just play this by ear.

I've been watching webinars and reading articles about what to do as a city official. I'm thankful our small city doesn't require drastic measures to "shut down" or declare an emergency. The city board is using common sense and follow recommendations to slow down the spread of the virus. We held our board meeting March 17th and sat several feet apart and only had 8 people in the room. We conducted business as usual and held a two-hour meeting to get through the agenda in full. Meetings in the future may be held with remote access- meaning we can stream the meetings with either live video or phone conferences. I believe we're all hoping this will pass by the time our next meeting rolls around. The time frame takes precedence and we'll determine what further action needs to be taken. As of right now, the city clerk will operate as normal. Since Gov. Pearson has ban gatherings of more than 10 people, the clubhouse will not be rented much. Anyone who has it reserved will not be charged anything and anyone who has paid will be fully refunded.

I personally am still working. Gary Crossley Ford is taking care of customer's automobile needs whether it's servicing or purchas-

ing vehicles. My afterwork calendar had a lot of items on it which are slowly getting deleted as events get canceled. It's impacted a lot of things I had planned, including my sister and dad coming in from out of state. It breaks my heart, but I understand it's for the better.

In other news, the Johnson Road project has been functioning since completion. Terry Seal and I have gone out to monitor how the drains are doing and where water still stands during and after rains. We know there's a beehive sitting a little too high to drain much water in the middle of the project and we do know the dirt is clumpy and grass didn't grow where anticipated. She Digs It will come back out next month to re-seed. With that being said, there is a lot of leaves and debris getting in the tracks of the water flow and that is not helping the draining in any way. We would like residents to clean up the leaves around their ditches and if possible, unclog the beehives from built up mud. We also know Bingamans' Drive has standing water when it rains. The beehive at the end of Bingaman's is gathering lots of water as it should be, but with the way the street is sitting, the water will not fully flow. This is a project we will have to look at once funds are available.

The City and its board members care about the wellbeing of its residents and the healthiness of the city. Please take care of each other and help those in need.
Sincerely, Frankie Petty

The City Has Two Job Openings Available

The people who have been cleaning the Glenaire Clubhouse have resigned immediately due to health reasons. With that said, we are looking to hire the right person to clean. The work entails dusting the blinds, window sills, faux beams, baseboards and sweeping and mopping the meeting room. Cleaning the bathroom and kitchen areas thoroughly, wipe down cabinets, oven/range, refrigerator and sweep and mop floors. Also dust, sweep & mop the office. The pay is \$70.00 a month for the regular cleaning and \$25.00 for a spot clean after elections. Renters have the option to pay \$50.00 extra to have the tables & chairs put away and the floors swept and mopped Call 816-792-4907 or email cityclerk@glenairemo.org if interested.

City Clerk's Job is Available

The City Clerk is retiring as of June 30, 2020. The Board of Aldermen hope to have the new City Clerk hired by May 1, 2020, so there will be ample time for training before she leaves

The salary is \$1,125 a month and requires approximately 20 hours per week of work in the City Office. The clerk attends the monthly Board meeting in the evening and meetings outside the City at times also. A list of duties is on the following page.

City Clerk's Duties

The City Clerk works approximately 20 hours a week. It is a multifaceted job. Most of the duties but not all of them include:

- Answer or return city calls
- Process all bills & mail
- Set up and post city meetings
- Prepare & distribute meeting agendas & materials
- Create a semi-monthly newsletter, address & bulk mail it
- Co-ordinate with the US Postal Service the bulk mail cards & update quarterly
- Take minutes at meetings
- Prepare minutes for the Board's approval & signature
- Publish financial reports & send them to State Auditor
- Organize annual citywide garage sale
- Maintain the city's database & publish a city directory
- Prepare & publish city bids
- Acts as the City's election official who registers candidates & certifies them to the County Board of Elections
- Advertises elections to residents by newsletter & USPS
- Prepare clubhouse rental contracts & collect the rent
- Check over the clubhouse following rentals for damage, missing items & clean up
- Gets the trash barrels out for pick-up & puts them away
- Oversees the maintenance of the clubhouse, including the lawn & flower beds

- Coordinates Meals on Wheels recipients & deliveries
- Prepare MOW delivery lists to Liberty Hospital kitchen
- Register pets and organize an annual pet day
- Figures & files annual tax levy with the Clay County Clerk & State of Missouri
- Must be organized
- Must be proficient in Word, Access, Publisher & Excel
- Must be a "People Person"

In a Class Four City with no City Administrator or no City Manager, be prepared to step into those shoes to make decisions on behalf of the City in an emergency situation.

The present City Clerk will train the right person before she leaves. Also, she will still be a Glenaire resident and will be glad to answer questions or render aid if it is needed.

There will be a Policy and Procedure manual made up for the new clerk to refer to and for instructions on the various duties.

Some of the listed duties are performed daily, some weekly, some monthly, some annually and some every three, four or five years.

Ideally, the person would be a Glenaire resident who loves & takes pride in the City. Someone who loves and cares for the residents' wellbeing is important. Actually, state statutes require the City Clerk to be a resident unless duly approved by all the powers to be.

If interested or want more information, contact the City Clerk 816-792-4907 or Mayor at 816-510-0948 or either email cityclerk@glenairemo.org or francesmpetty@gmail.com.

An Amendment Has Been Approved to Update the Zoning Ordinance

Some of the changes will be listed here, but anyone can receive a full digital copy or hard copy upon request by calling 816-792-4907 or emailing cityclerk@glenairemo.org. Most of the revisions deal with accessory buildings and drive-ways. Here is a partial list:

Ordinance No. 425, For any dwelling house there shall be permitted one detached private garage with space for not more than two motor vehicles for every 2,000 square feet of lot area, provided that such garage shall not exceed four vehicle capacity and be located not less than 60 feet from the front lot line, and not less than 4 feet from any rear and 2 feet from any side line, and in the case of corner lots not less than 30 feet from a side street line. No garage shall be erected nearer than 20 feet to a building on an adjoining lot occupied and used exclusively as a private residence, unless permitted, or unless attached to the main building.

Height: Buildings or structures shall not exceed two and one-half (2 1/2) stories and shall not exceed thirty-five (35) feet in height but at no time shall be higher than the tallest peak of the residential dwelling structure.

Size of Dwelling: Every dwelling erected or constructed must contain a minimum of twelve hundred (1,200) square feet measured from the outside of the outside walls and exclusive of the area of any attached accessory buildings. It shall be constructed according to the City of Glenaire's Residential Construction Regulations adopted by the Board of Aldermen in Ordinance Number 399.

Driveways: (Concrete)

(a) The top 6" of driveway sub-grade shall be compacted of 95% of standard maximum density.

(b) Concrete shall conform to MCIB Mix No. WA610-1-4, except in CBD where WA610-1-4 with Trap Rock Aggregate is required.

(c) Expansion joint filler and joint sealing compound shall conform to standard Specifications.

(d) Curing membranes shall conform to Standard Specifications.

(e) In CBD, 6 X 6 –W2.9 XW2.9 reinforcing shall be placed in center of slab thickness.

(f) Contraction Joints shall be spaced at 12'; maximum, both directions.

(g) Curb transitions on driveways flares are considered part of driveway where curbs are present

(h) Two 5/8" X 2' smooth dowels (one for C-1 Curbs).

(i) Form 3/4" lip at pavement line on drives in C-1 Curbs

(j) If parkway is <1.5', fill with concrete as part of the sidewalk

(k) If street adjoining the driveway has a ditch instead of curbs, a minimum of 15" corrugated pipe sustainable for vehicle traffic, must be installed under the driveway for ground water drainage.

(Gravel Driveway) Shall not be less than nine (9) feet wide and twenty (20) feet in length and shall be connected to a public street or alley. It shall be constructed in such a way as to clearly define the boundaries between the parking space and the adjacent yard area. Minimally, it shall be constructed of at least six (6) inches of crusher-run rock, or equivalent, and shall be shaped and compacted. If street adjoining the driveway has a ditch instead of curbs, a minimum of 15" corrugated pipe under the driveway for ground water drainage.

Ordinance Regulating Cats, Dogs and Chickens

The Board of Aldermen approved Ordinance No. 430 which enacts the following:

Cats and Dogs: No more than three (3) cats, three (3) dogs, or any combination thereof, over the age of six (6) months or any dangerous or vicious animal shall be allowed to be housed within the city limits of the City of Glenaire at any one dwelling unit.

Chickens: For single-family residential lots smaller than thirty thousand (30,000) square foot in area, or larger lots which cannot satisfy the setbacks outlined in Section 7 of the Zoning Ordinance of the City,

Up to six (6) female chickens (hens) may be kept in accordance with the following provisions:

(a) All hens must have access to a covered enclosure (or coop) that allows for the housing of the hens. In addition, all coops must have direct access to an enclosed run area. All coops and runs shall be located in the rear yard and be designed in a manner to minimize their visual impact. All coops and runs shall be at least ten (10) feet from any property line and at least thirty (30) feet from any other residential structure.

(b) The keeping of roosters and guinea hens, or any fowl other than female chickens, is prohibited.

(c) At all times, hens shall either be kept in a coop or a run as defined above.

(d) All feed and other items associated with the keeping of

hens shall be kept clean and sanitary at all times and be protected so as to prevent the infestation of rats, mice, or other rodents.

(e) The hens are not raised for the purpose of slaughtering.

The April 8th Glenaire Luncheon is Cancelled

With the ban on gatherings of more than 10 people, the April Luncheon is cancelled. Honestly, with the seriousness and the rapidly spreading of the Coronavirus, we should adhere to the social distancing rule of being a minimum of 6 feet apart. Instead of bringing a dish to the clubhouse to share, make some cookies or a dish of some kind to a neighbor who could stand a lift in spirits. Of course keep the six foot rule and just leave it on the porch.

If you know of anyone who needs help, please call the City office and we will call whomever we need to in order to get them the needed help.

Curbside Limb & Brush Pick-up is April 20th

The limb and brush pick-up is still scheduled to be done on Monday, April 20th. Be sure to follow the rule of limbs no larger in diameter than 4" in diameter. Place them at the edge of the ditch or curb with trunk toward the street in piles not more than 12 feet long along street frontage and no more than 4 feet tall. No grass clippings or yard waste, no bags, no wire fencing and no building materials will be picked up. If it rains that day, the pick-up will be delayed.



309 Smiley
Liberty, MO 64068

City Hall Phone Number
816-792-4907
www.glenairemo.org
cityclerk@glenairemo.org

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**CALENDAR OF
CITY EVENTS**

- Apr. 7 - Municipal Election, **POSTPONED TO JUNE 2ND**
- Apr. 8 - Glenaire Luncheon **CANCELLED DUE TO CORONAVIRUS**
- Apr. 20 - Citywide Curbside Limb and Brush Pick-up**
- Apr. 21 - City Board Meeting, City Hall/Clubhouse, 309 Smiley Rd. at 7:00 PM
- May 19 - City Board Meeting, City Hall/Clubhouse, 309 Smiley Rd. at 7:00 PM
- May 25 - Memorial Day
- Jun. 10 - Glenaire Luncheon at City Hall/Clubhouse, 309 Smiley Rd., 12:00 Noon
- Jun. 13 - Citywide Garage Sale
- Jun. 16 - City Board Meeting, City Hall/Clubhouse, 309 Smiley Rd. at 7:00 PM

CITY OFFICIALS

Frankie Petty, Mayor	(All 816 area code) 510-0948, francesmpetty@gmail.com
Kent Riden, Alderman - <i>Building Permits</i>	289-7537, nedirk@sbcglobal.net
Jan Howard, Alderwoman - <i>Finance Oversight</i>	429-6037 - Howard_bill@att.net
Terry Seal, Alderman - <i>Streets & Ditches</i>	803-6283, seal@mencoroyal.com
Robin Young, Alderwoman - <i>Sewers</i>	392-3090, ryoung@dfamilk.com
Randy More, Marshal (<i>Complaints & Ordinance Violations</i>)	792-2530, apemore@yahoo.com
Jerold Ramos, Emergency Mgmt. Director	781-9842, Cell 240-506-5948
Lydia McEvoy, Clay County Tax Collector	407-3200
Ann Tucker, City Clerk - <i>Clubhouse Rentals</i>	792-4907, 769-5053 or 781-7078 Email: cityclerk@glenairemo.org