

EXECUTIVE ORDER NO. 2022-002
**CREATION OF COMMITTEE TO ADDRESS WEST BUECHEL MULTIPURPOSE
CENTER PRIORITIES FOR THE CITY OF WEST BUECHEL, KENTUCKY**

WHEREAS, the City of West Buechel, Kentucky has as one of its greatest resources a Multipurpose Center that provides recreational, educational, and social resources that benefit the citizens of our community;

WHEREAS, it is important for the citizens of our community to have access to the facilities, to be informed about the operation of the community center facility, the organizational structure and operation of the center, and the rules and regulations governing the daily operation of the Multipurpose Center;

WHEREAS, the citizens of the City who directly benefit from the Multipurpose Center and the resources it provides to the Community should be involved in setting the priorities and strategic planning to ensure the long-term operation of the Center;

WHEREAS, the creation of a committee that includes a member of the City Council as well as members of the community and center staff would allow a greater representation of citizens to participate in the strategic planning of the Multipurpose Center;

WHEREAS, the committee will be charged with reviewing and recommending policies to ensure the improved operation of the Multipurpose Center;

NOW THEREFORE, I, Brenda Moore, Mayor of the City of West Buechel, Kentucky, hereby resolve and order as follows:

1. The creation of a committee consisting of one (1) elected members of the West Buechel City Council, two (2) citizen members, and two (2) employee of the Multipurpose Center.
2. The Committee is charged with reviewing and recommending priorities and issues necessary to ensure the continued and improved operations and goals of the West Buechel Multipurpose Center.
3. The monthly meeting of the committee will be held on first Tuesday of each month at 6:00 pm.
4. The Committee shall be chaired by one of the elected members of the City Council serving on the Committee. Such committee chair shall be chosen by the full membership of the committee at its first scheduled meeting as detailed herein.
5. Each month following the monthly committee meeting, the Chair of the committee shall compose a written report for the Mayor one week prior to the regular city council meeting. The Chair will then provide a verbal report to the West Buechel City County during the council's scheduled regular monthly meeting.
6. The members of the committee shall be appointed by the Mayor within thirty (30) days of the entry of this Order.

7. A member of the committee will be assigned to take the official committee minutes and submit to the city clerk to be kept in the committee meeting minutes book and kept at City Hall.
8. The Committee shall create by-laws and rules of procedure upon their first meeting.
9. The Committee shall create a standard operating procedures manual for all activities and operations held at the center.
10. The Committee shall have the first meeting no later than sixty (60) days from the date of this Executive Order.

Signed on this 9th day of June, 2022.

Mayor Brenda Moore

Mayor Brenda Moore
City of West Buechel, Kentucky

ATTEST:

Debbie Batliner

Debbie Batliner, City Clerk/Treasurer