



# RONGO MUNICIPALITY BOARD

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## MINUTES OF THE 4TH ORDINARY BOARD MEETING HELD ON 27<sup>TH</sup> SEPTEMBER 2023 AT RONGO MUNICIPAL BOARDROOM

### PRESENT

1. Mr. Brighton Owuor Angienda- Chairperson
2. Ms. Faith Achieng Ooko- Vice Chairperson
3. Mr. Zachary Onyango Ojwang-Member
4. Bishop Joel Okoth Nyauche-Member
5. Mr. Jack Otieno Owuor- Member
6. Ms. Winnie Anyango Ogola-Member
7. Ms. Margaret Roseline Omolo-Member
8. Mr. David Ore- Municipal Manager/ Secretary

### ABSENT

1. CECM-Lands, Housing, Physical Planning and Urban Development
2. Chief Officer- Lands, Housing, Physical Planning and Urban Development

### IN-ATTENDACE

1. Mr. Patrick Onyango- Physical Planner
2. Mr. Alfred Ogundo- Accountant



### AGENDA

1. Reading and Confirmation of the previous minutes
2. Consideration and adoption of Board Committee Reports
3. Consideration and adoption of the Citizen forum report
4. Municipality environmental cleanliness program
5. AOB

MIN. NO.	DESCRIPTION	ACTION
<b>Min.1</b> <b>27/09/2023</b>	<p align="center"><b><u>Preliminaries</u></b></p> <p>The chairperson called the meeting to order at 09:30 am. A word of prayer was led by Ms. Margaret Roseline Omolo. The chairperson then confirmed that the meeting had the required quorum. He thereafter asked the secretary to read through the agenda of the meeting. Ms. Faith Achieng Ooko proposed that the agenda of the Meeting be adopted as tabled; she was seconded by Mr. Zachary Onyango Ojwang.</p>	
<b>Min. 2</b> <b>27/09/2023</b>	<p align="center"><b><u>Chairperson opening remarks</u></b></p> <p>In his opening remarks the chairperson briefed the board on the meeting they had in Migori as caucus of Municipal chairpersons. He informed members that they discussed modalities of sharing solid waste management equipment like trucks among the four municipalities; fast-tracking of transfer of functions; fiscal autonomy in the municipalities; and development of Municipal By-laws. The chairperson urged all Board Members to maintain the secrecy of the office and abide by the oath of office which they took. He urged the members to follow the laid down protocols when arranging for a meeting with His excellency the Governor.</p>	Chairperson  Board Members
<b>Min. 3</b> <b>27/09/2023</b>	<p align="center"><b><u>Reading and Confirmation of the Previous Meeting minutes</u></b></p> <p>The secretary read through the minutes of the previous meeting held on 13<sup>th</sup> July 2023 at Rongo Municipal Boardroom. Ms. Margaret Roseline Omolo proposed them as true records of deliberations of the previous meeting. She was seconded by Mr. Jack Owuor and all members unanimously agreed.</p>	

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<b>Min. 4</b> <b>27/09/2023</b>	<p><b><u>Matters Arising from the minutes of the previous meeting</u></b></p> <p><b>Min 6/13/07/2023</b></p> <p><b><u>Status Report of the Municipality</u></b></p> <p>It was observed that a number of resolutions on this subject had not been implemented. Upon consideration of the issues, members agreed as follows:</p> <ul style="list-style-type: none"><li>• That the Board to conduct a familiarization exercise of the Municipality on Tuesday 3<sup>rd</sup> October 2023 to ascertain the locations and status of municipal projects and assets</li><li>• That a meeting be held on Wednesday 4<sup>th</sup> October 2023 with the Rongo Sub-County Administrator together with the Sub- County environment officer, the land rates and rent officer and other sectional heads to harmonize the delivery of services to the public.</li><li>• That the Management of the Public Toilet at the Rongo Bus park be undertaken through public-private partnership.</li><li>• That the Municipal tractor will be repaired once a service provider is identified upon conclusion of the procurement processes.</li><li>• That the exit of the Rongo Bus-park will be done by the Chinese contractor who is currently constructing the A1 Road.</li></ul>	All Board Members
<b>Min 5</b> <b>27/09/2023</b>	<p><b><u>Consideration and adoption of Board Committee Reports</u></b></p> <p>1. <b><i><u>Lands, Environment, Urban Planning, and Infrastructure Committee</u></i></b></p> <p>The report was presented by the committee chairperson Mr Zackary Onyango. He informed the Board that his committee held</p>	All Board Members

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its first meeting on 29/08/2023 at the Municipal Board Room.

He tabled the committee Terms of Reference for consideration and adoption by the board. The committee chair further requested that the Map and Land use plan for the municipality be availed to the board for ease of reference.

Upon deliberation by the members, it was proposed by Mr. Jack Otieno that the report from Lands, Environment, Urban Planning, and Infrastructure Committee be adopted by the Board as tabled and members unanimously agreed.

2. Human Resource and Administration Committee

The report was tabled by the committee chairperson Ms. Margaret R. Omollo. She informed the board that her committee did its maiden sitting on 27<sup>th</sup> July 2023 where the committee developed its terms of reference as was delegated to it by the board. Members reviewed the terms of reference as tabled and unanimously resolved to adopt them.

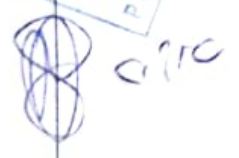
3. Finance and Economic Planning Committee

The report was tabled by the committee chairperson Bishop Joel Nyauche. The report had resolutions of the 1<sup>st</sup> sitting of the committee which was held on 29<sup>th</sup> August 2023 at Rongo Municipal Boardroom. The resolutions were adopted by the board as was tabled by the committee chair.

4. Audit, Risk, Monitoring and Evaluation Committee

The board considered and adopted the report from the Audit, Risk, Monitoring and Evaluation Committee which was tabled by the committee chairperson Ms. Winnie Ogola.

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	<p>She informed the meeting that the report had the resolutions of the 1<sup>st</sup> sitting of the committee which was held on 30<sup>th</sup> August 2023. The resolutions were on the terms of reference of the committee.</p>	
<p><b>Min 6</b> <b>27/09/2023</b></p>	<p><b><u>Consideration and adoption of the Citizen forum report</u></b></p> <p>The Physical Planner presented the report of the Citizen Forum held on Tuesday, 12<sup>th</sup> September, 2023 at the Municipal Hall. The report contained the agreed priority projects and various challenges that the residents wanted the Municipal Board and County Government to address. It was agreed that the Board members to participate in the invitation of the participants to the future citizen fora in consultation with the Municipal manager. The board also resolved that reimbursement on transport will only be given to the invited participants in the future citizen fora. After robust engagement the Board approved and adopted the report as part of its records. It was then agreed that the implementation of the recommendations in the report be expedited.</p>	<p>All Board Members</p> <p>Municipal Manager</p>
<p><b>Min 7</b> <b>27/09/2023</b></p>	<p><b><u>Municipality environmental cleanliness program</u></b></p> <p>The Municipal Manager informed the meeting that the cleaning program in the municipality is currently covering areas around Rongo CBD, Opapo market and Riosior Market. The exercise is being undertaken by casuals who are hired on need basis. The exercise is done thrice a week by a group of 15 casuals.</p>	<p>Municipal Manager</p> <p>Board Members</p>

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	Upon deliberation on the matter, the Board resolved that new set of casuals will be engaged as from 1 <sup>st</sup> December 2023.	
<b>Min 8 27/09/2023</b>	<b><u>AOB</u></b> The finance chairperson asked that his office be updated promptly on the municipal expenditures and finances.	Municipal Manager

The next meeting would be held on 7<sup>th</sup> November 2023 in Rongo Municipal Board-Room at 10:00 am.

There being no other businesses the meeting was adjourned at 1528Hrs by a word of prayer from Bishop Joel Nyauche.

**Minutes signed for Circulation**

Chairman..... Date.....

**Minutes Confirmed**

Chairperson..... Date.....

Secretary..... Date.....

