

MINUTES OF THE 12TH ORDINARY MEETING HELD ON 25TH NOVEMBER, 2025
AT THE MUNICIPAL BOARD ROOM AT 9: A.M

MEMBERS PRESENT

1. Mr. Brighton Owuor Angienda- Chairperson
2. Ms. Faith Achieng Ooko-Vice Chairperson
3. Mr. Vincent Oduogo- New Municipal Manager
4. Mr. Zachary Onyango Ojwang'- Member
5. Ms. Winnie Anyango Ogola-Member
6. Ms. Margaret Roseline Omolo- Member
7. Mr. Jack Otieno Owuor- Member



ABSENT WITH APOLOGY

1. Bishop Joel Okoth Nyauche- member

AGENDA

1. Opening prayer and Introduction of the new municipal Manager
2. Reading minutes of the previous meeting
3. Beautification of Rongo town
4. HOD's work plan

| MIN. NO. | DESCRIPTION | ACTION |
|---------------------|---|--------|
| MIN1. 25/11/2025 | <p align="center">Preliminary</p> <p>Opening of meeting</p> <ul style="list-style-type: none"> • The Committee Chair called the meeting to order at 9:30 a.m., and prayers were offered by Mr. Jack Owuor. • A quorum was established and confirmed to have met the threshold as required for any meeting. • The Chair, in his maiden opening remarks, requested the Secretary to read and take the team through the business of the day. • Members agreed that, since there were no minutes of the previous meeting, they would proceed directly to the business of the day, | |

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| | <p>which was listed as follows:</p> <ol style="list-style-type: none"> 1. Introduction of the new Manager 2. Beautification of Rongo Town 3. HOD's Work Plan | |
| <p>MIN 2 25/11/2025</p> | <p style="text-align: center;">Introduction of The New Manager</p> <ul style="list-style-type: none"> • The new Manager had been posted to the Board and was formally welcomed by the Board members. • A member, due to unavoidable commitments, was unable to attend the meeting but sent an apology together with his welcoming note to the Chair. • Members were given an opportunity to make brief remarks, and strong emphasis was placed on teamwork as a means of achieving our overall objectives, in alignment with the vision and mission of His Excellency the Governor's manifesto. • Members agreed to undertake extensive consultations, and every committee would be accorded a fair share of its responsibilities. • The new Manager expressed his appreciation for the warm reception and the positive working atmosphere within the house, and therefore pledged to uphold good working ethics. | |
| <p>MIN 3 25/11/2025</p> | <p style="text-align: center;">Beautification of Rongo Town</p> <ul style="list-style-type: none"> • Members agreed in one accord that Rongo, as a Municipality and given its current status, requires an urgent uplift. • The beautification aspect would be key, with consideration given to installing vases with ornamental plants along roundabouts and avenues. • It was resolved that the illegal structures that have impeded the town's growth be removed and proper planning undertaken. | |

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| | <ul style="list-style-type: none"> • A member confirmed to the Board that notices had initially been issued to the owners of the illegal structures and that some were removed. How and when the structures later reappeared in various areas remains questionable. • The Board, in its previous meeting, discussed the issue of roaming animals within the town, noting that they have interfered with tree planting and caused destruction of property within the Municipality. • Members unanimously agreed that this must stop and that the laws governing Municipalities must be enforced. The responsibility was proposed to be assigned to the Planning and Infrastructure Committee. • A member talked of starting with a low lying fruit. This would require clearing and cleaning the town, including the removal of heaps of garbage. • Members agreed that two or three officers would make a benchmarking trip to Nairobi and Kisumu to learn best practices on flower planting and maintenance. The Kisumu visit would include a meeting with KENHA offices to explore how best to utilize roundabouts. • It was also proposed that a statue in honor of the People’s President, the late Hon. Raila Amollo Odinga, be considered and placed at a strategic location as a symbol honoring a matriarch of development. • The garbage situation in town has been an eyesore; thus, the need to work closely with the Department of Environment to ensure that all garbage from offloading sites is removed and transported to designated dumping sites. • Given that the County, and particularly the Municipality, currently lacks sufficient equipment such as backhoes and tipping lorries, members agreed that the available equipment should be maximized and a timetable developed to guide their use. | |
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| | <ul style="list-style-type: none"> • The tractor donated by Rongo University, which is currently not operational, should be inspected and either repaired for use or disposed of. • A proposal was made to partner with interested groups that could manage waste and possibly develop proposals to UN-Habitat and other agencies to assist in waste management, with the aim of making the town clean and habitable. • Members supported a proposal to install zebra or buffalo sculptures at strategic points, protected with durable barriers. • The Manager was tasked with writing to the relevant office to consider deploying Municipal Askaris to the Board, as this would help maintain law and order within the Municipality. <p style="text-align: center;">RESOLUTIONS</p> <ul style="list-style-type: none"> • The meeting resolved to ensure prompt follow-up on waste removal and its transportation to the designated dumping pits. • A letter is to be written to the County Secretary requesting the deployment of trained Municipal Askaris. • The gate to the bus park cabro works shall be undertaken once funds are available. • There should be removal of all traders operating along the roadsides and their relocation to the respective designated selling points. • Order and clarity should be restored within the CBD, and lastly, consideration should be given to partnering with the business community to ensure dustbins are placed at their doorsteps to prevent spillage into the drainage system | |
| <p>MIN. 4 25/11/2025</p> | <p style="text-align: center;">HOD's work plan</p> <p>The HODs present were as follows:</p> <ul style="list-style-type: none"> • Municipal Engineer • Municipal Social Development Officer | |

- Municipal Environment Officer
- Physical Planner
- Procurement Officer
- Accountant
- Public Health Officer

Absent with apology:

- Public Works Officer

- The officers informed the Board of their work plans. This was the first time the team was meeting to share work-related issues.
- The technical team (Engineer, Social Development Officer, and Environment Officer) was requested to consider adopting a PPP arrangement with organizations that could partner with the Board. Banks, universities, and other entities should be approached under Corporate Social Responsibility (CSR) arrangements.
- There should also be capacity building for staff and extensive public participation to ensure the public co-owns Municipality projects.
- Planning and marking of areas were emphasized as key components for development.
- Members were told that the technical team currently centralized at the headquarters be devolved to the municipalities for easy monitoring and evaluation.
- The public health officer Rongo decried the state of the drainage and the mushrooming of structures along the walk ways, drainages and along the hospital perimeter wall.

Adjournment

- There being no other business, the meeting was adjourned at **1:30 p.m.** with a word of prayer from **Commissioner Margaret Ochola.**

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Minute Approved by:

Chairperson for Circulation:

Signature..... 

Date.....



Minutes confirmed by:

Signature..... 

Date.....