



RONGO MUNICIPAL BOARD

Office of the Municipal Manager

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MINUTES OF THE 13TH ORDINARY MEETING HELD ON 19TH JANUARY, 2025 AT THE MUNICIPAL BOARD ROOM AT 10:00 A.M

MEMBERS PRESENT

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

ABSENT WITH APOLOGY

1. Bishop Joel Okoth Nyauche- member
2. Ms. Faith Achieng Ooko-Vice Chairperson

AGENDA


1. Opening Prayer
2. Reading and Confirmation of Previous Minutes
3. Infrastructure Development – KUSP II Status
4. Shoe Polish Booth Commissioning
5. Gender mainstreaming in the project
6. Stakeholders' Forum
7. Improvement of Grievances Redress Mechanism
8. AOB

MIN. NO.	DESCRIPTION	ACTION
MIN1. 19/01/2026	Preliminary <ul style="list-style-type: none">• Opening of meeting• The Chairperson called the meeting to order at 10:00	

	<ul style="list-style-type: none"> • It was agreed that selected Board Members and the Technical Team would undertake a benchmarking visit to Kisii. • The objective of the visit would be to study: <ul style="list-style-type: none"> ✓ Modern stall designs ✓ Urban beautification initiatives ✓ Implementation strategies applicable to the approved KUSP II project • The Municipal Engineer and Physical Planner were identified as key officers in guiding the technical aspects of the project design and implementation. 	
<p>MIN. 4 19/01/2026</p>	<p>SHOE POLISH BOOTH COMMISSIONING</p> <ul style="list-style-type: none"> • The Board received an update on the status of the shoe polish booths. • The Contractor confirmed commitment to complete the remaining booths within the agreed timeline. • The Board acknowledged the Manager’s efforts in ensuring the project, which had delayed for a long period, was now progressing. • The Contractor is currently installing benches within the booths, which are expected to be delivered soon. • However, the Contractor raised concerns regarding limited space availability for some of the booths. • The Board directed the Technical Team to review the spatial allocation to ensure proper positioning in line with the approved plan. 	<ul style="list-style-type: none"> • Contractor to expedite completion of booths. • Technical Team to review space allocation.

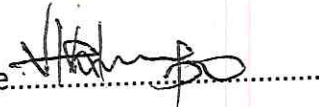
	<p>Key deliberations</p> <ul style="list-style-type: none"> • Gender Mainstreaming shall be adopted as a standing agenda item in planning, budgeting, implementation, monitoring, and reporting of all Municipal projects. <p>Overall Resolution</p> <ul style="list-style-type: none"> • The Board reaffirmed its commitment to inclusive urban governance by institutionalizing Gender Mainstreaming and establishing a Gender-Responsive Grievance Redress Mechanism as core pillars of transparency, accountability, equity, and sustainable development within the Municipality. 	
<p>MIN. 6 19/01/2026</p>	<p>STAKEHOLDERS' FORUM</p> <ul style="list-style-type: none"> • During a routine inspection within the Municipality, the Chairperson, Municipal Manager, and Technical Team observed incomplete ring roads and damaged road sections. • The Board expressed concern over the state of the roads and the negative impact on mobility and development. • It was resolved that the Municipal Engineer, together with the Chairperson of the Infrastructure Committee, draft a formal letter to the Kenya National Highways Authority (KeNHA) requesting urgent intervention to: <ul style="list-style-type: none"> ✓ Complete unfinished ring roads ✓ Repair and rehabilitate damaged roads within the Municipality • The Municipality expressed its willingness to collaborate with KeNHA to ensure timely completion of the works. <p>Integration with Public Fora Calendar</p>	<ul style="list-style-type: none"> • Municipal Engineer and Chair Infrastructure Committee to write to KeNHA. Follow-up to be reported in the next meeting • Municipal Engineer and Chair Infrastructure Committee to write to KeNHA. • Municipal Manager to ensure road status updates are included in upcoming Citizen Fora and Mashinani meetings • Secretary to document and track public feedback for follow-up reporting

	<p>procedures for receiving, recording, processing, and resolving complaints from the public.</p> <ul style="list-style-type: none"> • It was further noted that: <ul style="list-style-type: none"> ✓ The County Government has an established grievance handling structure integrated within departmental operations. ✓ The Municipality operates a complaint handling system supported by: <ul style="list-style-type: none"> ✓ An official County website platform accessible to the public. ✓ A designated toll-free/toolkit number for lodging complaints. ✓ Physical reporting at Municipal offices. ✓ Reporting during Citizen Fora and Mashinani meetings. <p>Key Deliberations and Resolutions</p> <ul style="list-style-type: none"> ✓ Clear display of GRM contact details at the Municipal Office, project sites, markets, and public notice boards. ✓ Encouragement of residents to utilize formal complaint channels rather than informal escalation. ✓ All ongoing and upcoming projects (KUSP II infrastructure, Shoe Polish Booths, Vendor Relocation, Road Advocacy) shall clearly communicate GRM procedures before implementation. ✓ Contractors shall be required to cooperate with the established grievance system. ✓ Quarterly GRM status reports to be presented to the Board. ✓ Complaints register to capture gender-disaggregated data. ✓ Confidential handling of sensitive complaints including harassment or discrimination. ✓ Feedback mechanism to ensure complainants are informed of action taken. 	<p>updated grievance records and provide quarterly reports.</p> <ul style="list-style-type: none"> • All Committees to integrate GRM communication into project implementation processes.
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Signature.....

Date.....th
19/1/2026

Minutes confirmed by:

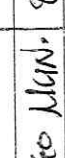





Signature.....

Date.....

Event..... 13th D.P.D. MEETING

Venue..... MUNICIPAL TOWN 2nd FEBRUARY 2026

ATTENDANCE LIST

S/NO	NAME	ORGANISATION	DESIGNATION	CONTACT	SIGNATURE
1.	BRIGHTON O. ANGIENDA	MUNICIPAL BOARD	CHAIR	0706110158	
2.	VINCENT O. ODURO	MUNICIPAL MANAGER	MANAGER	072228526	
3.	ZACHARY ONYANGO	BOARD RONGOR	MEMBER	0720669354	
4.	MARGARET Omeru	" "	"	0726177592	
5.	WINNIE A. OGIKA	RONGO MUNICIPAL BOARD	MEMBER	0721116499	
6.	JACK O. OWUOK	RONGOR M. BOARD	MEMBER	0710518068	
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