



MUNICIPALITY OF MIGORI  
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**MINUTES OF THE MIGORI MUNICIPALITY SPECIAL FULL MUNICIPAL BOARD MEETING  
HELD ON 13TH AUGUST 2025 IN THE MUNICIPAL BOARDROOM AT 9:00 A.M.**

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**Attendance**

1. Paul Kokelo	Chairperson
2. Turphoser Adawo	Vice Chairperson
3. James Ogutu	Board Member
4. Robert Mandela	Board Member
5. Frank Akello	Board Member
6. Willis Aluoch	Board Member
7. Spirim Kwamboka	Board Member
8. Owino Dismas	Municipal Manager / Secretary

**In Attendance**

9. Mr. Elphas Omollo	Municipal Engineer
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**Opening and Welcome**

The meeting was called to order at 9:00 a.m. by the Chairperson, Mr. Paul Kokelo, who welcomed all members present and thanked them for attending the special board meeting. The opening prayer was offered by Willis Aluoch

The Chairperson stated that the meeting had been convened to review the Operations and Maintenance Plan for Municipal Assets to ensure proper management, sustainability, and efficient utilization of municipal resources.

**Adoption of the Agenda**

The following agenda was presented:

1. Review of Operations and Maintenance Plan for Municipal Assets
2. Any Other Business (AOB)

The agenda was proposed by Robert Mandela and seconded by Frank Akello and were adopted unanimously.



## **MIN 01/13/08/2025: Presentation on Operations and Maintenance Plan for Municipal Assets**

The board chairman invited the Municipal Engineer, Mr. Elphas Omollo, made a detailed presentation to the Board on the Operations and Maintenance Plan for Municipal Assets. He explained that the purpose of the plan was to ensure that all municipal assets remain functional, safe, and efficient through routine maintenance and proper management practices.

The presentation covered the following key asset categories:

### **a) Motor Vehicles**

The Municipal Engineer informed the Board that municipal vehicles are critical in facilitating administrative operations, project supervision, and service delivery within the municipality.

He highlighted the following maintenance strategies:

- Implementation of scheduled preventive maintenance, including routine servicing, oil changes, and mechanical inspections.
- Maintaining vehicle logbooks to track movement, fuel consumption, and servicing history.
- Ensuring that vehicles are assigned to responsible officers for accountability.
- Conducting periodic mechanical assessments to identify faults early and avoid major breakdowns.
- Planning for timely repairs and replacement of aging vehicles where necessary.

The Board noted that proper vehicle management would enhance operational efficiency and reduce maintenance costs.

### **b) Roads and Other Infrastructure**

Mr. Omollo reported that the municipality manages several roads and supporting infrastructure that require continuous maintenance.

Key issues highlighted included:

- Routine grading of gravel roads to maintain accessibility and improve road conditions.
- Pothole patching and minor rehabilitation works on damaged road sections to improve safety.
- Regular cleaning and desilting of drainage channels to prevent flooding, particularly during rainy seasons.
- Maintenance of culverts, roadside drains, and pedestrian walkways.
- Periodic inspection of municipal infrastructure to identify emerging issues early and address them promptly.

The Engineer emphasized that routine maintenance would prolong the lifespan of infrastructure and reduce costly major repairs.

### **c) ICT Equipment**

The Engineer also highlighted the importance of maintaining ICT infrastructure, which supports administrative and operational activities within the municipality.

The proposed maintenance strategies included:

- Routine servicing and maintenance of computers, printers, and network equipment.
- Installation and regular updating of antivirus and security systems.
- Establishment of data backup systems to prevent loss of important municipal records.
- Maintaining a comprehensive ICT inventory to track municipal equipment.
- Gradual replacement of obsolete or outdated ICT equipment.

The Board noted that reliable ICT systems are essential in enhancing efficiency, transparency, and communication within the municipality.

### **d) Furniture and Office Equipment**

The presentation further addressed the condition and maintenance of office furniture and related equipment.

Key proposals included:

- Conducting periodic inspection and minor repairs of existing furniture to maintain usability.
- Maintaining an inventory register for all office furniture and equipment.
- Replacement of damaged or worn-out furniture to maintain a conducive working environment.
- Ensuring proper allocation and accountability of office equipment among municipal staff.

The Engineer noted that well-maintained office facilities contribute to staff productivity and effective municipal operations.

## **5. Board Deliberations**

Members commended the Municipal Engineer for the comprehensive presentation and made the following observations:

- The Municipality should maintain a comprehensive asset register covering all categories of assets.
- Adequate budget allocation should be provided for routine maintenance activities.
- The Municipality should adopt preventive maintenance approaches rather than reactive repairs.
- Departments responsible for municipal assets should be held accountable for their proper use and maintenance.
- Regular monitoring and reporting on asset conditions should be undertaken.

## **6. Resolutions**

After deliberations, the Board resolved that:

1. The Operations and Maintenance Plan for Municipal Assets be approved and adopted.
2. The Municipal Manager to oversee the implementation of the plan.
3. The Municipal Engineer to coordinate routine maintenance activities and provide technical guidance.
4. The Municipality to maintain and regularly update an asset register.
5. Quarterly reports on the status of municipal assets and maintenance activities be presented to the Board.
6. . Any Other Business (AOB)

There being no other business, the Chairperson thanked members and the technical team for their participation and commitment to improving municipal asset management and service delivery.

There being no further business, the meeting was adjourned at 11:30 a.m by a word of prayer from Mrs Turphoser Adawo

Confirmed as a true record of the proceedings

Chairperson: 

Date: 13/08/2025

Municipal Manager /Secretary: 

Date: 13/08/2025

