

**MINUTES OF SPECIAL FULL MUNICIPAL BOARD MEETING HELD ON 22<sup>ND</sup>  
DECEMBER, 2022 IN THE TRADE AND COOPERATIVE BOARDROOM AT 2.30PM**

**Members Present**

1. Mr. Patrick Wangalwa Oundo - Chairperson
2. Ms. Mary Magero - Vice Chairperson
3. Hon. Peter Odima - Member
4. Mr. James Imwene Barasa - Member
5. Dr. George Kwedho - Member
6. Mr. Victor E. D Khadondi - Member
7. Mr. John Kwoba - Member
8. Mr. David O. Maende - Secretary

**Member Absent with Apology**

1. Mr. Peter Oteba Omeri - Member

**In Attendance**

1. Ms. Venally Isuru - Deputy Municipal Manager
2. Ms. Stella Mercy Nasirumbi - Secretariat

**MIN: SFB01/22/12/2022: PRELIMINARIES**

**a) Devotion**

The meeting was called to order at 2.30pm, followed by a word of prayer from Mrs. Mary Magero and introduction of members present.

**b) Apologies**

One apology was recorded of Mr. Peter Oteba Omeri.


**c) Quorum**

Quorum attained, the meeting was declared duly constituted.

**d) Adoption of agenda**

The following agenda was adopted with amendments after being proposed by Victor E.D Khadondi and seconded by Mr. John Kwoba.

1. Preliminaries



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- a) Devotion
  - b) Apologies
  - c) Quorum
  - d) Notice of the meeting
  - e) Adoption of agenda
  - f) Declaration of conflict of interest
2. Communication from vice chairperson
  3. Position of Municipal Manager
  4. Communication from Municipal Manager
  - e) Declaration of conflict of interest

It was noted that none of the members had conflict of interest on the agenda

- f) Notice of meeting

The secretary read the notice of the meeting.

**MIN: SFB02/22/12/2022: COMMUNICATION FROM VICE CHAIRPERSON**

The Vice chairperson welcomed members to the meeting and communicated as follows:

- ❖ Asked members present to confirm that they received the notice for the meeting of which members obliged.
- ❖ Asked members to uphold teamwork and be result oriented basing on performance.

**MIN: SFB03/22/12/2022 : POSITION OF THE MUNICIPAL MANAGER**

The Municipal Board in the special meeting held on 22<sup>nd</sup> December, 2022 was informed on the change of the Municipal Manager through a letter dated 23<sup>rd</sup> November, 2022 that was tabled by the Chief Officer Lands, Housing and Urban Development and the Chairperson confirmed to have received communication on the same.

In the letter the County Secretary redeployed Mr. Kenneth Nabulindo to the department of Lands, Housing and Urban Development and deployed Mr. David O. Maende as the Acting Municipal Manager. Upon deliberations the Municipal Board accepted the decision unanimously.

The Municipal Board also noted the redeployment of Mr. Kenneth Nabulindo back to the department of Lands, Housing and Urban Development and further ratified the deployment of Mr. David O. Maende to the Municipality in the position of Acting Municipal Manager.

The Municipal Board confirmed that Mr. Kenneth Nabulindo ceased to be the Municipal Manager and Board Secretary effective from 23<sup>rd</sup> November, 2022.

The Municipal Board further required that the letter of deployment dated 23<sup>rd</sup> November, 2022 of the Acting Municipal Manager conforms to section 28 of the Urban Areas and Cities Act (amended 2019).

**MIN: SFB04/22/12/2022: COMMUNICATION FROM THE MUNICIPAL MANAGER**

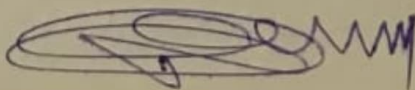
The Municipal Manager was grateful for being in the sitting and communicated as follows;

- ❖ He was deployed to the Municipality of Busia on 23<sup>rd</sup> November, 2022 by the County Secretary and he reported to the Municipality on 24<sup>th</sup> November, 2022 to take up the new roles as allocated.
- ❖ Initially he worked in the department of Lands, Housing and Urban Development in-charge of Administration.
- ❖ He has had several meetings with the Municipal staff on action plans, activities ongoing currently and future to enhance performance in the Municipality.
- ❖ Need for quick action plan to facelift Busia Town.

A multi-agency committee had been established incorporating the National and County Governments chaired by the County Commissioner and Co-chaired by the CECM Lands, Housing and Urban Development for H.E the Governor.

In a bid to clarify on strategies to facelift the town, the same is to be done through the following activities:-

- (1) Eradicate roaming animals from town.
- (2) Removal of illegal structures.
- (3) Solid Waste Management.
- (4) Management of drainages, disilting, bushes clearing.





- (5) Removal of traders from road reserves.
- (6) Management of transport in town.
- (7) Management of trailers.
- (8) Eradication of street children and families.
- (9) Afforestation.

❖ He requested the Board to note, approve and concur with below issues of the Municipal status report:

NO.	ACTIVITY	REQUEST TO THE MUNICIPAL BOARD
1.	Request for secondment of enforcement officers to the Municipality	Approval of secondment of Enforcement Officers.
2.	Public participations with various groups: Kiosk owners, Matatu Saccos PSVs, Solid Waste Groups, Mali mali and traders on road reserves.	Concurrence and noting.
3.	Administrative rearrangements	Concurrence and adoption of the arrangements.
4.	Alupe Complex Road Project.	The Board to note the status of Alupe Complex road that is ready for tarmacking.
5.	Enactment of Bylaws.	Approval to enact the bylaws.

**The Board upon deliberations resolved that:**

- 1) Secondment of enforcement officers was long overdue and the move is supported and therefore approved.
- 2) The Engagement of public in Municipality programmes is noted and concurred.
- 3) The Administration arrangements of the office were noted and emphasis was made on setting targets for performance based appraisal.
- 4) The feasibility study report be availed to the Board for consideration and adoption.
- 5) The Board approved the request for enactment of the Municipal Bylaws and emphasized on fast tracking the same since the Municipality cannot operate effectively without such Bylaws.

**CECM-Lands, Housing and Urban Development**

The Minister noted the following in the Municipality:

- (a) Improper town planning creates the following illegal structures, illegal markets and roaming livestock.

- (b) He was a member of the Task Force appointed by H.E the Governor for the department of Lands, Housing and Urban Development, Environment and Public Works.
- (c) Kenya National Highway Authority was supposed to do 1.7km Busia road that was awarded to the Contractor.
- (d) Institutional documents like the Spatial Plan should be enforced in the Municipality.
- (e) Bylaws must be enacted in the Municipality and he was working with the County Attorney to enact them for the Municipality.
- (f) The Municipality needs its own enforcement for security in line with functions given to the Municipality by H.E the Governor.
- (g) A case is in court filed by the former Municipal Manger on revocation of his redeployment.
- (h) Some staff will be redeployed back to the department for efficient service delivery.
- (i) Staff discipline, staff performance, team work, collective responsibility, advisory and mutual respect should be upheld in the Municipality.

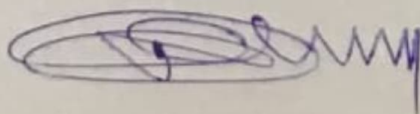
The Board appreciated the report tabled by the Ag Municipal Manager on the status of the Municipality and resolved that:

**(a) Administrative arrangements**

The Municipal Board discussed and agreed that

- ❖ Municipal staff to exemplify discipline, respect, unity, team work, time management, collective responsibility, clear focus, report and determination for result based approach in effective service delivery.
- ❖ Budget to support municipality human resource and Municipal Board training be provided.
- ❖ The Municipal Board will fully support the Municipal Manager on oversight aspects both at the Committees and Board levels and linkages.
- ❖ The Municipal Manager is vested with executive authority/powers of staff discipline, performance and appraisals.
- ❖ Municipality staff to use identification tags for official duties with regards to law.
- ❖ Some staff will be redeployed back to the department for effective service delivery.

**(b) Development Control measures**





The Municipal Board discussed and agreed that the Municipality to manage developments with support from enforcement officers.

- ❖ Illegal structures on road reserves be removed to enhance sanity
- (c) **Municipal Manager's Letter dated on 23<sup>rd</sup> November, 2022.**
- ❖ A regularized letter will be written to conform with the Urban Areas and Cities Act Section 28 and the Municipal Manager to report to the Municipal Board
- (d) **Legal Measures**

The Municipal Board resolved that the Municipal Manager should initiate a process of setting up Municipal Court in conjunction with the judiciary.

(e) **Storm Water Management**

The Municipality will link up with County Engineer on advisory on quality designs for storm water management and the University of Eldoret who worked for the Nile Basin Initiative.

(f) **Municipality Revenue**

- ❖ Municipal Revenue to follow the Public Finance and Management Act.
- ❖ A plan be established by the Municipal Board on revenue collection.
- ❖ The Municipality requires a separate revenue account for accountability.

(g) **H. E the Governor's Executive Order**

The Municipal Board agreed that an action plan be formulated for the functions transferred to the Municipality by H. E the Governor.

(h) **Trainings**

- ❖ The Municipal Board members be trained on developing manuals, committee and municipal board charters that they will own and approve.
- ❖ The CECM-Lands, Housing and Urban Development to organize an urgent retreat for Municipal Board and Municipal Staff for induction.
- ❖ The Municipal Board to undergo "Mwongozo" training with other Sister Cities Networks.

(i) **Institutional Documents.**

Institutional documents will be submitted to the Municipal Board for approval and adoption.

