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CGN-MKB/MIN/01/07/02/2025

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**COUNTY GOVERNMENT OF NAROK
MUNICIPALITY OF KILGORIS BOARD**

MUNICIPALITY OF KILGORIS BOARD MEETING
MINUTES OF THE MUNICIPALITY OF KILGORIS FIRST BOARD
MEETING HELD ON 7TH FEBRUARY, 2025 AT THE
MUNICIPALITY OF KILGORIS EXECUTIVE BOARDROOM

PRESENT

1. Maito Michael Oloibiruni - Chairperson
2. Vivian Sereti Mpetti-CECM-Lands, Housing,Physical Planning & Urban Development-Member
3. Daudi Naisho-CO-Physical Planning & Urban Development-Member
4. James Kayiock Ntengelesh-Member
5. Zipporah Chepkemoi Rop-Member
6. Emily Naini Shankil-Member
7. Charles Kimutai Langat-Member
8. John Lerumpe Kiloli-Member
9. Peter Somitoi – Municipal Manager/Secretary

The meeting was called to order at 11.00 AM.

MIN CGN- MKB/01/07/02/2025/01 PRAYER.

The opening prayer was conducted by **Ms. Emily Naini Shankil.**

**MIN CGN- MKB/01/07/02/2025/02 WELCOME REMARKS BY
THE COUNTY EXECUTIVE COMMITTEE MEMBER-LANDS,
HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT**

The County Executive Committee Member-Lands, Housing, Physical Planning & Urban Development made opening remarks welcoming the members of the newly established Municipality of Kilgoris Board to their first meeting.

The County Executive Committee Member-Lands, Housing, Physical Planning & Urban Development briefed the members on the procedures of handling board meetings and further urged the members to acquaint themselves with their roles and functions as stipulated in the Municipal Charter and the Urban Areas and Cities Act to ensure efficient performance of these roles.

MIN CGN- MKB/01/07/02/2025/03 INTRODUCTION OF MEMBERS

The members of the Municipal board took turns introducing themselves stating the various sectors they represent.

It was noted that vide gazette Notice No. **15364** published on **22nd Novemever, 2024**, Mr. Maito Michael Oloibiruni had been designated as chairperson of the Board.

MIN CGN- MKB/01/07/02/2025/04 **ELECTION OF THE VICE CHAIRPERSON**

It was noted that Article 9 of the Municipality of Kilgoris Charter provided for the election of a member of the opposite gender from that of the chairperson to serve in the Board as a vice chairperson to perform functions of the chairperson in his absence.

Mr. Charles Kimutai Langat proposed **Ms. Emily Naini Shankil** for the position of vice chaiperson and the nomination was seconded by **Ms. Zipporah Chepkemoi Rop**.

There being no other member proposed for the position, the nomination was unanimously adopted by the board and **Ms. Emily Naini Shankil** officially confirmed as vice chairperson.

MIN NCG- MKB/01/07/02/2025/05 **MUNICIPALITY OF KILGORIS BOARD CALENDAR, 2025**

The draft Municipality of Kilgoris Board Calendar Paper (**MKB/BP/01/2025**), which sought the board's deliberation and approval for adoption to provide direction on planning and guidance on the fiduciary, strategic and development priorities of the Board was submitted for consideration.

The Board considered the contents of the Paper and the draft board calendar and;

approved and adopted with the ammendments the Municipality of Kilgoris Board Calendar.

Proposer: Ms. Vivian Sereti Mpetti

Seconder: Mr. John Lerumpe Kiloli

ACTION: The Municipal Manager

MIN CGN- MKB/01/07/02/2025/06 MUNICIPALITY OF
KILGORIS CITIZEN FORA CALENDAR FOR FY 2024/2025

The draft Municipality of Kilgoris Citizen Fora Calendar Paper **(MKB/BP/02/2025)**, which sought the board's deliberation and approval for adoption to provide the Board with balanced information from the public in understanding the problems, alternatives, opportunities and solutions in management and administration of the Municipality by obtaining public feedback on analysis, alternatives and decisions was submitted to the Board.

The Board considered the contents of the Paper and the draft calendar and; **approved and adopted** with ammendments the draft Municipality of Kilgoris Citizen Fora Calendar.

Proposer: Ms. Emily Naini Shankil

Seconder: Ms. Zipporah Chepkemoi Rop

ACTION: The Municipal Manager

MIN CGN- MKB/01/07/02/2025/07 MUNICIPALITY OF
KILGORIS INTEGRATED DEVELOPMENT PLAN, 2025-2030

The Municipality of Kilgoris Integrated Development Plan Board Paper (**MKB/BP/03/2025**) which sought the Board's adoption to provide a basis on identification of priority projects and programs within the Municipality was submitted for consideration.

The Board reviewed the contents of the Paper and:

- a) **adopted** with amendments the Municipality of Kilgoris Integrated Development Plan; and
- b) **directed** forwarding of the plan to the County Executive and County Assembly for necessary action.

Proposed by: Mr. Charles Kimutai Langat

Seconded by: Mr. James Kayiock Ntengelesh

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

MIN CGN- MKB/01/07/02/2025/08 NAROK COUNTY URBAN
DEVELOPMENT STRATEGY, 2025 -2030

The Narok County Urban Institutional Development Strategy Plan Board Paper (**MKB/BP/04/2025**) which Sought the Board's adoption to outline the County's overall approach to the management of urban areas within its

jurisdiction, spell out the process whereby the county will integrate urban development into county-wide planning and provide an annual action plan and budget for achieving the above was submitted for consideration.

The Board considered the contents of the Paper and:

- a) **adopted** the Narok County Urban Institutional Development Strategy Plan; and
- b) **directed** forwarding of the plan to the County Executive and County Assembly for necessary action.

Proposed by: Mr. John Lerumpe Kiloli

Seconded by: Ms. Vivian Sereti Mpetti

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

MIN CGN- MKB/01/07/02/2025/09 MUNICIPALITY OF KILGORIS
ANNUAL BUDGET ESTIMATES FY 2024/2025

The Municipality of Kilgoris Annual Budget Estimates FY 2024/2025 Board Paper(**MKB/BP/05/2025**) which sought to define the municipality's development agenda, the cost implications of programmes, and the possible sources of revenues in the financial year that begun on 1st July, 2024 was submitted to the Board for review.

The Board considered the contents of the Paper and:

- a) **adopted** the Municipality of Kilgoris Annual Budget Estimates FY 2024/2025;
- b) **recommended** the submission of a request for the allocation of more funds through a supplementary budget to cater for travel, board & committee meetings and allowances; and
- c) **directed** the County Executive Committee Member-Lands, Physical Planning & Urban Development to take necessary action.

Proposed by: Mr. Charles Kimutai Langat

Seconded by: Mr. Daudi Naisho

ACTION:

The Municipal Manager

**CECM-Lands, Housing, Physical Planning &
Urban Development**

**MIN CGN- MKB/01/07/02/2025/10 MUNICIPALITY OF KILGORIS
ANNUAL INVESTMENT PLAN FY 2024/2025**

The Municipality of Kilgoris Annual Investment Plan FY 2024/2025 Board Paper (**MKB/BP/06/2025**), which sought the Board's adoption to provide a basis of selecting projects aimed at facilitating the achievement of proposed growth models by identifying a number of investment areas/proposals and prioritizing on implementation of road improvement projects namely improvement of major access roads to bitumen standards including non motorised transport and storm water drainage was submitted to the Board for consideration.

It was noted that these projects are to be financed using the urban development grant funds under the Kenya urban Support Program and funds appropriated to the Municipality of Kilgoris by the County Assembly as per the County's Integrated Budget.

The Board considered the contents of the Paper and;
adopted the Municipality of Kilgoris Annual Investment Plan FY 2024/2025.

Proposed by: Mr. James Kayiock Ntengelesh

Seconded by: Ms. Emily Naini Shankil

ACTION:

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

MIN CGN- MKB/01/07/02/2025/11 MUNICIPALITY OF
KILGORIS INTEGRATED SOLID WASTE MANAGEMENT
POLICY, 2025

The Municipality of Kilgoris Intergrated Solid Waste Management Policy Board Paper **(MKB/BP/07/2025)** which sought the Board's deliberation to provide a framework to address the solid waste problem in the municipality and also ensure that the Municipality, in collaboration with other stakeholders is able to sustain the provision of adequate quality services was submitted for consideration.

The Municipality also reviewed the implementation report of solid waste management within the municipality which provided the current status of solid waste management services within the Municipality incorporating recommendations for efficient management of the services.

The Board considered the contents of the Paper and:

- a) **adopted** the Municipality of Kilgoris Integrated Solid Waste Management Policy, 2025;
- b) **adopted** the Municipality of Kilgoris Urban Area Solid Waste Management Implementation Report, 2024; and
- c) **directed** the implementation of the recommendations stipulated in the Implementation Report.

Proposed by: Ms. Zipporah Chepkemoi Rop

Seconded by: Mr. John Lerumpe Kiloli

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

MIN CGN- MKB/01/07/02/2025/12 GENDER INCLUSION AND PARTICIPATION FRAMEWORK

The Municipality of Kilgoris gender inclusion and participation framework Board Paper (**MKB/BP/08/2025**) whose key objective is to provide a framework to eliminate gender discrimination by actively addressing and

removing discriminatory practices based on gender in all aspects including policies, programs and services was submitted to the Board for consideration.

The Board considered the contents of the Paper and:

- a) **adopted** the Gender Inclusion and Participation Framework; and
- b) **directed** the Chairperson of the Committee in charge of gender mainstreaming matters to convene a meeting to review the implementation strategies proposed in the framework.

Proposed by: James Kayiock Ntengelesh

Seconded by: Charles Kimutai Langat

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

**MIN CGN- MKB/01/07/02/2025/13 PROPOSAL FOR THE
DEVELOPMENT OF THE MUNICIPALITY OF KILGORIS LOCAL
PHYSICAL & LAND USE DEVELOPMENT PLAN- 2025 -2040**

The proposal to develop the Municipality of Kilgoris Local Physical & Land Use Development Plan, 2025 -2040, Board paper (**MKB/BP/09/2025**) which seeks to provide a basis for public and private investments, coordination of sectoral programmes and projects and land development management was submitted for the board's consideration.

It was also noted that Section 45 of the **Physical and Land Use Planning, 2019, County Government Act, 2012** and the **Urban Areas and Cities Act, 2011** provides the basis for preparation of Municipality of Kilgoris Local Physical and Land Use Development Plan.

The board also appreciated the plans's objective to guide the municipality's growth and development in the next 15 - 20 years with the flexibility of periodic review every 5 years.

Upon consideration of the contents of the paper, the Board:

- a) **approved** the proposal to develop the Municipality of Kilgoris Local Physical & Land Use Development- 2025 -2040;
- b) **approved** the proposal to request the County Executive Committee to allocate funds for the process during its Supplementary budget I FY 2024/2025; and
- c) **directed** the Municipal Manager and County Executive Committee Member - Lands, Physical Planning & Urban Development to take necessary action.

Proposed by: Ms. Zipporah Chepkemai Rop

Seconded by: Charles Kimutai Langat

ACTION:

The Municipal Manager

**CECM-Lands,Housing,Physical Planning &
Urban Development**

MIN CGN- MKB/01/07/02/2025/14 ESTABLISHMENT OF THE MUNICIPALITY OF KILGORIS BOARD COMMITTEES

The Board Paper (**MKB/BP/10/2025**) on establishment of the Municipality of Kilgoris Board committees was submitted to the board.

The paper sought the Board's consideration and adoption of the following issues:

- a) **establishment** of the Board Committees by adopting the proposed structure; and
- b) **constitution** of the committees by appointing at least 3 members and designating chairpersons for each committee.

The Board considered the contents of the Paper and through a unanimous decision:

- a) **approved** and **Adopted** the proposed structure of the Municipality of Kilgoris Board Committees; and
- b) **constituted** the committees and designated chairpersons for each of the committees as follows:

• **Audit, Risk and Compliance Management Committee**

1. John Lerumpe Kiloli - Chairperson
2. Zipporah Chepkemai Rop
3. Emily Naini Shankil
4. Daudi Naisho

- **Finance, Human Resource, Budget and Administration Committee**

1. James Kayiock Ntengelesh - Chairperson
2. Charles Kimutai Langat
3. Maito Michael Oloibiruni
4. Daudi Naisho

- **Municipal Services & Affirmative Action Committee**

1. Emily Naini Shankil- Chairperson
2. John Lerumpe Kiloli
3. Zipporah Chepkemoi Rop
4. Maito Michael Oloibiruni

- **Technical and Infrastructure Committee**

1. Charles Kimutai Langat - Chairperson
2. Emily Naini Shankil
3. Vivian Sereti
4. James Kayiock Ntengelesh

Proposer: Kayiock Ntengelesh

Seconder: John Lerumpe Kiloli

MIN CGN- MKB/01/07/02/2025/15 **AoB**

There being no any other business the meeting was adjourned at 02.00 pm

Submitted By:

Secretary

Peter Somitoi signature date *10/02/25*



Approved By:

Chairperson

MICHAEL MATID signature date *10/02/25*

A handwritten signature in blue ink, appearing to read "Michael Matid", written over the signature line of the "Approved By" section.