MINUTES OF OLKALOU MUNICIPAL BOARD MEETING HELD ON 16th JULY 2019 AT THE OFFICE
CECM-LANDS, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT

IN ATTENDANCE

1) Elijah Mwangi Nyaga 
   Chairman
2) Priscillah Wanjiku Mwirigi 
   Vice Chairperson
3) Lawrence Mukundi 
   CECM L,H & PP
4) Samuel Kamau 
   C.O L,H &PP
5) Josphat Warui Murage 
   Member
6) Dr. Tom Muchiru Kahigu 
   Member
7) Jonah Gicheru Munga 
   Member
8) Hellen Njeri Njoroge 
   Member
9) Daniel Mbogo Ndiritu 
   Secretary

MINUTE 1/OMB/2019- PRAYERS

The meeting started at 10:17am with a word of prayer led by Mr. Jonah Gicheru Munga.

MINUTE 2/OMB/2019- INTERIM CHAIR INAUGURAL MEETING OF OL'KALOU MUNICIPAL BOARD

Members considered the above matter and unanimously agreed that Mr. Lawrence Mukundi, County Executive Committee Member for Lands, Housing, Physical Planning and Urban Development be the interim Chair of the meeting and hence guide proceedings of the day.

MINUTE 3/OMB/2019- INTRODUCTION

In his introductory remarks, the interim Chair welcomed all members to Nyandarua County fraternity and briefly highlighted the lengthy process followed in constituting the board. He clarified that despite the time lost, the Board was properly constituted in strict compliance with the Urban Areas and Cities Act 2011, and to all amendments of the Act. Being the inaugural Board meeting, the Chair gave members an opportunity to introduce themselves in details, giving their backgrounds, past experiences and academic and professional competencies. He challenged the members to go an extra mile and cover for the time lost.

Ultimately, it was observed that the members of the team, some of whom were meeting for the first time had a rich combination of talents and competencies that were all very relevant to the mandate of the board and for prosperity of Ol'Kalou and which would go a long way in transforming the Municipality.
MINUTE 3/OMB/2019 - ELECTION OF CHAIR PERSON OF OLKALOU MUNICIPAL BOARD

Based on provisions of Urban Areas and Cities Act section 17 and the Olkalou Municipal Charter Section 9 the interim Chair placed the above matter before the committee for debate and resolution.

After a lengthy discussion, it was proposed by Mr. Jonah Gicheru Munga and seconded by Mr. Josphat Warui Murage that Mr. Elijah Mwangi Nyaga becomes the Chairman of the Olkalou Municipal Board. There being no other proposal Mr. Elijah Mwangi Nyaga was unanimously elected to the position of Chairman, Olkalou Municipal Board. Mr. Nyaga accepted the offer and pledged to work with all for the benefit of Olkalou Municipality and Nyandarua County at large. He urged members to support him through commitment, openness and regular communication.

MINUTE 4/OMB/2019- ELECTION OF VICE CHAIR PERSON OF OLKALOU MUNICIPAL BOARD

Based on provisions of Urban Areas and Cities Act section 17 and the Olkalou Municipal Charter Section 11, the interim Chair placed the above matter before the committee for debate and resolution.

After a lengthy discussion, it was proposed by Ms. Hellen Njeri Njoroge and seconded by Dr. Tom Muchiru Kahigu that Ms. Priscillah Wanjiku Mwirigi becomes the Vice Chair Person of the Olkalou Municipal Board. There being no other proposal Priscillah Wanjiku Mwirigi was unanimously elected to the position of Vice Chair Person, Olkalou Municipal Board.

MINUTE 5/OMB/2019- ADOPTION OF SECRETARY TO O'L'KALOU MUNICIPAL BOARD

Based on provisions of Urban Areas and Cities Act section...and the Olkalou Municipal Charter Section 7(e), the interim Chair placed the above matter before the committee for debate and resolution.

It was unanimously agreed that Mr. Daniel Mbogo Ndiritu having been duly appointed to the position of the Municipal Manager, O'l'kalou Municipal Board, be officially adopted as the secretary and ex-oficio member of O'l'kalou Municipal Board.
MINUTE 6/OMB/2019- STAFFING

On the above subject matter, it was brought to the attention of the members that Ol’Kalou Municipality Administration had no approved organization structure, staff establishment and no filled posts apart from the post of Municipal Manager. On the same, recruitment of staff was hampered by lack of budgetary provision in 2019/2020 Financial Year. It was therefore deemed necessary for the Board to come up with modalities of securing key staff in order to kick start implementation of the agenda and mandate of the board. It was thus resolved that a request be made through the office of County Secretary for key officers to be seconded to the Municipal Board with pay from other departments on temporally arrangement pending availability of funds. A draft organization structure was tabled for Board Members perusal and input for discussion during the next meeting.

MINUTE 7/OMB/2019- KENYA URBAN SUPPORT PROGRAM (KUSP)

On KUSP, the Board was informed that Nyandarua County was participating in the program funded by the world Bank and that initial disbursement of KSH 135 million Urban Development Grant (UDG) and 41.5 million Urban Institutional Grant (UIG) had been received for the 2018/2019 Financial Year. Members were taken through a brief on introduction and conditions related to the program. Copies of the brief paper were issued for members perusal.

MINUTES 8/ OMB/2019 -PENDING BUSINESS

On the above item of agenda, members discussed and adopted highlights of some of the pending and urgent business for the coming sessions of meetings. These included;

i) Ol’kalou Municipal Budget
ii) Urban Integrated Development Plan
iii) Development/adoption of Policies including;
   a. Solid Waste Management
   b. Transport Control/Parking
   c. Revenue Generation
   d. Animal Control

MINUTE 9/OMB/2019 -OPERATIONS AND STANDARDS OF PRACTICE

As a matter of general guidance, the Board members discussed at length and resolved that the following operational and standards of practice be observed.
1) All Board Resolutions shall be based on Board papers  
2) Resolutions of the board shall be implemented promptly  
3) Officers of the board shall be put on performance contracts  
4) An online Porto shall be developed for purposes of regular updates and performance monitoring.  
5) Regular Communication  
6) Details of Board Members and relevant documents shall be uploaded on the County Government website  
7) Branded stationery and Stamps for Chair, Vice Chair and Secretary shall be acquired as soon as possible.  
8) The office of CECM for Lands, Housing Physical Planning and Urban Development to assist the Municipality to acquire two vehicles for immediate purpose.

MINUTE 9/OMB/2019- NEXT MEETING

The next meeting was scheduled for Friday 19/07/208 at 9:00 am.

There being no other business the meeting adjourned at 4:45 pm with prayers led by Mr. Lawrence Mukundi.

Signed by:

Chairman .................................................. Date 19/08/19

Secretary.................................................. Date 19/08/19