

**MINUTES OF THE MUNICIPALITY BOARD MEETING HELD AT
MUNICIPALITY BOARD ROOM ON 15TH DECEMBER 2025 AT 9:30AM**

1. ATTENDANCE & PRELIMINARIES

The meeting was called to order at 9:30 AM. An opening prayer was led by **Ragina Kimweno**.

Present:

- **Hillary Cherop** – Chairman
- **Laura Kandie** – Vice Chair
- **Thomas Maiyo** – CECM, Lands
- **Emmanuel Birir** – CO, Lands
- **Felix Karongo** – Secretary
- **Ragina Kimweno** – Member
- **Beatrice Jepkemboi** – Member
- **Festus Kirop** – Member
- **Kimutai Chemitei** – Member
- **Evans Kipruto** – Member

In Attendance:

- **Hillary Chelal** – Municipal Accountant

2. CHAIRMAN'S ADDRESS & AGENDA ADOPTION

The Chairman welcomed members and emphasized the importance of board proactivity. He advocated for a hybrid approach to governance, utilizing online meetings to resolve urgent matters between scheduled physical sittings. The agenda was formally adopted, prioritizing institutional autonomy, the KUSP II workplan, and infrastructure development within the Iten CBD.

3. MINUTE PROCEEDINGS

MIN.01/12/2025: CONFIRMATION OF PREVIOUS MINUTES

The Board reviewed the minutes from the previous two sittings:

1. **Minutes of 4th April:** Proposed by **Laura Kandie** and seconded by **Ragina Kimweno**.

2. Minutes of 25th July: Proposed by Beatrice Jepkemboi and seconded by Emmanuel Birir.

The minutes were confirmed as a true record of the proceedings.

MIN.02/12/2025: FINANCIAL REPORTING & AUDIT AUTONOMY

The Municipal Accountant, Hillary Chelal, presented the FY 2024/2025 Annual Report and Financial Statements.

- **Audit Observations:** It was noted that current audit queries are largely a result of the Municipality's lack of financial autonomy.
- **Budgetary Independence:** The CO confirmed that a Cabinet Memo is ready to split the Municipality's budget vote line from the Department of Lands.
- **Resolution:** To ensure future compliance, the Board resolved to hold a mandatory pre-audit review every **15th of July**.

MIN.03/12/2025: BANKING: COMMERCIAL RETENTION ACCOUNT

The Board discussed the security of contractor funds.

- **Resolution:** Agreed to open a **Retention Account** in a commercial bank to safeguard project retention funds.
- **Action:** The Secretary to formally request authorization from the CECM Finance.

MIN.04/12/2025: KUSP II WORKPLAN & PUBLIC PARTICIPATION

- **Citizen Fora:** Scheduled for January, March, April, and May 2026. The first forum is set for **22nd–23rd January 2026**.
- **Strategic Planning:** The Board will convene on **29th–30th December 2025** to specifically review the Integrated Development Plan (IDEP).

MIN.05/12/2025: EXPO REVIEW & ITEN GROUNDS

- **Annual Expo:** Following the successful pilot, the event will be rebranded as the "**Iten Expo**" and held annually.
- **Infrastructure:** Discussion on lighting and beautification of the Iten Grounds. A resolution was passed to fence the field once funds are secured.

MIN.06/12/2025: INFRASTRUCTURE & STREET NAMING

- **Road Works:** Priority road improvements (including drainage) were proposed for AIC Cheptogei, Kambi Debe, Mlimani, Koisungur, Kapshow, and Mindililwo.

- **Street Naming:** The board suggested that the Governor will appoint an ad-hoc committee to identify streets for naming in collaboration with the technical team and public.

MIN.07/12/2025: GLOBAL OUTLOOK & CAPACITY BUILDING

- **International Partnerships:** The Vice Chair proposed seeking MOUs with global municipalities (e.g., China) for resource sharing.
- **Benchmarking:** A benchmarking mission to **Kigali, Rwanda** is planned for March 2026.
- **Training:** The HR committee will design training modules to enhance the Board's governance capacity.

4. A.O.B & ADJOURNMENT

- **Next Meeting:** Resolved to be held at Rimoi.
- **Closing:** The meeting was adjourned at 1:15 PM with a closing prayer by **Felix Karongo**.

5. ACTION MATRIX

Action Item	Lead Responsibility	Deadline
Request for Retention Account	Board Secretary	Immediate
Budget Vote Line Split Implementation	CO Lands / CECM Finance	Immediate
IDEP Board Strategic Review	All Board Members	29-30 Dec 2025
Execution of 1st Citizen Forum	Secretariat	22-23 Jan 2026
Street Naming Committee Appointment	Governor	Immediate
Rwanda Benchmarking Logistics	HR Committee	March 2026

CONFIRMED AS A TRUE RECORD BY:

CHAIRMAN:  DATE: 31/02/2026

SECRETARY:  DATE: 31/02/2026

MINUTES OF THE ITEN MUNICIPALITY BOARD MEETING

VENUE: Chamaster Hotel, Kabarnet

DATE: 24th February 2026

TIME: 10:00 AM – 3:35 PM

1. ATTENDANCE

Name	Designation	Status
Laura Kandie	Vice Chairperson	Present (Chairing)
Felix Kirongo	Board Secretary / Municipal Manager	Present
Thomas Maiyo	CECM - Lands	Present
Emmanuel Birir	Chief Officer (CO) - Lands	Present
Kimutai Chemitei	Board Member	Present
Evans Kipruto	Board Member	Present
Festus Kirop	Board Member	Present
Ragina Kimweno	Board Member	Present
Beatrice Jepkemoi	Board Member	Present
Hillary Cherop	Board Chairman	Absent with Apology

Technical Officers in Attendance: Mr. Kerich, Brian Kipsang, Lilian Kiprop.

2. AGENDA

1. Opening Remarks and Adoption of the Agenda.
2. Review and Approval of Sectoral Policies (4 No.).
3. Adoption of Institutional Frameworks.
4. Operationalization of the Iten Recreational Park.
5. A.O.B: Board Capacity Building (Benchmarking).

3. MINUTE RECORDINGS

MIN/ITN/01/2026: PRELIMINARIES

- **Call to Order:** The Vice Chairperson called the meeting to order at 10:15 AM and welcomed all members.
- **Devotion:** The meeting commenced with a prayer led by Ragina Kimweno.
- **Communication:** The Municipal Manager updated the Board on the **Integrated Development Plan (IDEP)**, noting its successful approval and the shift toward implementation.

MIN/ITN/02/2026: REVIEW AND APPROVAL OF POLICIES (4 NO.)

The Board reviewed four critical policy documents presented by the technical team:

1. **Solid Waste Management Policy:** Presented by Mr. Kerich. Focus was placed on sustainable collection cycles.
 - **Resolution:** Approved (Mover: Ragina Kimweno, Seconder: Evans Kipruto).
2. **Solid Waste Management Plan:** A strategic roadmap for infrastructure and logistics.
 - **Resolution:** Approved (Mover: Kimutai Chemitei, Seconder: Festus Kirop).
3. **Urban Climate Risk Policy:** Presented by Brian Kipsang, focusing on environmental hazard mitigation.
 - **Resolution:** Approved with amendments (Mover: Beatrice Jepkemoi, Seconder: Laura Kandie).
4. **Gender Mainstreaming Policy:** Presented by Ragina Kimweno. Technical language was aligned with national standards.
 - **Resolution:** Approved (Mover: Festus Kirop, Seconder: Thomas Maiyo).

MIN/ITN/03/2026: ADOPTION OF FRAMEWORKS

1. **Gender Engagement Framework:** Presented by Lilian Kiprop. The Board discussed active stakeholder engagement and gender-responsive budgeting.
 - **Resolution:** Adopted (Mover: **Kimutai Chemitei**, Seconder: **Evans Kipruto**).
2. **Private Sector Engagement Framework:** The Board formally adopted this framework (previously approved by the Cabinet) to guide future public-private partnerships.

MIN/ITN/04/2026: OPERATIONALIZATION OF THE RECREATIONAL PARK

- **Core Mandate:** The Board reaffirmed that the park must remain a non-commercial **Safe Space** for community recreation.
- **Status:** It was noted that the project was inherited from a previous administration and requires urgent completion.
- **Strategic Partnerships:** The Board discussed engaging private partners via competitive bidding. The **Red Cross** has expressed interest in ground utilization.
- **Inclusivity:** Resolution was passed to reserve sanitation facility management for **Youth, Women, and PWDs**, and curio shops for local artisans.
- **Legal Action:** The Manager was directed to consult the **County Attorney** regarding the proximity of the dumpsite and the legality of the bidding process.

MIN/ITN/05/2026: A.O.B & ADJOURNMENT

- **Benchmarking:** Members proposed a tour to high-performing municipalities to adopt best practices in governance.
- **Special Sitting:** A dedicated meeting will be scheduled to finalize the Park's operational plan.
- **Adjournment:** There being no other business, the meeting was adjourned at **3:35 PM**.

4. CONFIRMATION OF MINUTES

Secretary: _____  _____ Date: 3/03/2026

Chairperson: _____  _____ Date: 3/03/2026

MINUTES OF THE ITEN MUNICIPALITY BOARD MEETING

VENUE: Municipality Board Room

DATE: 3rd February 2026

TIME: 9:20 AM – 12:30 PM

1. ATTENDANCE

Name	Designation	Status
Laura Kandie	Vice Chairperson	Present (Chairing)
Felix Kirongo	Board Secretary / Municipal Manager	Present
Thomas Maiyo	CECM - Lands	Present
Emmanuel Birir	Chief Officer (CO) - Lands	Present
Kimutai Chemitei	Board Member	Present
Evans Kipruto	Board Member	Present
Ragina Kimweno	Board Member	Present
Beatrice Jepkemoi	Board Member	Present
Hillary Cherop	Board Chairman	Absent with Apology
Festus Kirop	Board Member	Absent with Apology

2. AGENDA

1. Opening Remarks and Adoption of the Agenda.
2. **Review and Approval of the Integrated Development Plan (IDEP).**
3. Strategic Path to Adoption (Cabinet and County Assembly).
4. Board Capacity Building and Working Retreat.

3. MINUTE RECORDINGS

MIN/ITN/01/FEB/2026: PRELIMINARIES

- **Call to Order:** The Vice Chairperson called the meeting to order at 9:20 AM.
- **Devotion:** The meeting opened with a prayer led by Laura Kandie.
- **Chairperson's Remarks:** The Vice Chair emphasized that the session was critical for the municipality's operational future, noting that the resolutions passed would determine the scale of development projects for the upcoming fiscal year.

MIN/ITN/02/FEB/2026: JUSTIFICATION AND APPROVAL OF THE IDEP

The Chief Officer (C.O.) for Lands, **Mr. Emmanuel Birir**, led the presentation on the **Integrated Development Plan (IDEP)**. He provided a detailed briefing on why the document is the most vital instrument for the Board:

- **Strategic Significance:** Mr. Birir explained that the IDEP serves as the official roadmap for all municipal interventions. Without an approved IDEP, the municipality lacks the legal basis to implement infrastructure projects or social programs.
- **Resource Mobilization:** It was noted that the IDEP is a mandatory requirement for the disbursement of development grants. The C.O. clarified that failing to have a finalized, evidence-based IDEP would lead to a total loss of development funding for the year, as there is no provision for partial allocation.
- **Statutory Compliance:** To safeguard municipal interests, Mr. Birir outlined the statutory path: the document must move immediately from the Board to the Cabinet, and finally to the County Assembly for formal adoption.
- **Legislative Coordination:** The Board resolved to engage the Clerk and Speaker of the County Assembly immediately to facilitate a quorum for the Delegated Committee to review the document by early next week.

MIN/ITN/03/FEB/2026: BOARD DELIBERATIONS

- **Internal Communication:** Members observed that to meet such critical deadlines efficiently, the Secretariat must ensure timely distribution of documents to avoid "last-minute" administrative rushes.
- **Institutional Memory:** Members noted the importance of maintaining a high standard of documentation to stand up to any external institutional audits.

MIN/ITN/04/FEB/2026: RESOLUTION ON IDEP APPROVAL

The Board reviewed the final draft of the IDEP and reached a consensus.

- **Resolution:** The Board **unanimously approved** the Integrated Development Plan (IDEP), subject to statutory annual reviews.
- **Proposed by:** Evans Kipruto
- **Seconded by:** Kimutai Chemitei

MIN/ITN/05/FEB/2026: WAY FORWARD – WORKING RETREAT

To ensure all supporting municipal instruments are of the highest standard:

- **Resolution:** The Board will hold a **Working Retreat** on **Thursday (26th Feb)** and **Friday (27th Feb)**.
- **Objective:** Members will perform an exhaustive final review of pending policies, including Gender, Solid Waste Management (SWM), Private Sector Engagement, and the Climate Risk Profile, to ensure they are ready for adoption.

MIN/ITN/06/FEB/2026: ADJOURNMENT

The meeting was closed with a word of prayer offered by Evans Kipruto at 12:30 PM.

4. CONFIRMATION OF MINUTES

Secretary:  Date: 24/02/2026

Chairperson:  Date: 24/02/2026

MIN.1/2025

MINUTES OF ITEN MUNICIPALITY BOARD MEETING HELD ON 10TH JANUARY, 2025 AT THE MUNICIPALITY BOARDROOM, STARTING AT 9:30 AM.

MEMBERS PRESENT.

1. Festus Kirop- Member
2. Regina Kimweno – Member
3. Evans Kipruto – Member
4. Laura Kandie – Member
5. Eng. Hillary Cherop – Member
6. Beatrice Korir – Member
7. Kimutai Chemitei – Member
8. Emmanuel Birir – Member
9. Thomas K. Maiyo – Member
10. Raymond K. Omonei – Secretary

AGENDA

1. Preliminaries
2. Introduction
3. Overview of Iten Municipality
4. Elections
5. AOB

ITN/MUN/MIN.1/ 10/01/2025: PRELIMINARIES

The meeting was called to order at 9:30 am and it started with a prayer from Mrs. Regina Kimweno

ITN/MUN/MIN.2/ 10/01/2025: INTRODUCTIONS

The Chair CECM welcomed the members and thanked them for their attendance. He congratulated everyone on the appointment and wished them well on the new responsibilities. He invited them to introduce themselves.

ITN/MUN/MIN.3/ 10/01/2025: OVERVIEW OF ITEN MUNICIPALITY

Legal Framework

- The constitutions created a two tier Government system; National and County
- Elgeyo Marakwet is one of the 47 Counties created
- Urban areas and cities act define criteria for designation of cities and towns
- The amended urban and cities act designated all County HQs as municipalities.

ITEN MUNICIPALITY

- The Governor gazzetted Iten Municipality vide gazette notice number 13268 of 28th December 2018
- First Municipality board was gazzetted on 29th March 2019
- Covers 15 sub locations and a total area of 184 square kilometers.

Sports facilities

- Stadia 2(1 public under construction and 1 private),no theatres
- 1 private swimming pool
- 1 gymnasium
- 0 theatres
- 1 youth empowerment centre

Development challenges

- Poverty rates still high
- Limited access to water
- Low electricity coverage
- Lack of basic urban facilities including sewerage, dumpsite, cemetery amongst others

Lacking facilities

- Air strip/airport
- University college
- Theatre
- Library
- Cemetery and crematoria
- Sewerage
- Solid waste dumpsite

MAIN FUNCTIONALITIES

Administrative centre

Hosts the County Headquarters of EMC and Sub County HQs of Keiyo North, Ward Hqs,

Educational and Health Centre

Hosts a total of educational and training institutions including St.patricks National School, Singore Girls, Iten Day Secondary, Iten MTC, Iten VTC amongst others.

Sporting and Tourism

- Regarded as the training Capital, it's also a IAAF heritage site
- During peak season hosts 1,000 promising athletes training and some residing in the Municipality
- Home to Rimoi national reserve known to host the largest herd in Africa
- Gateway to attractive tourism sites including Lake Baringo, Lake Bogoria and Kapnarok and Rimoi national reserve.

Agricultural Centre

- Its hinterland is agriculturally rich and produces diverse produce due to the 3 ecological zones.

The members agreed to vote to elect the suitable candidate for the seat.

The two were given five minutes each to express themselves, after which members voted and elected Eng. Hillary Cherop as the Chairperson of the Municipal Board.

Chairman's Speech

The Chair took the opportunity to thank all members for electing him. He promise to work diligently as the head of municipality board and urged members for their cooperation and maximum support.


Election of Board Committee


The election will take place during the next meeting.

ITN/MUN/MIN.5/ 10/01/2025: ADJOURNMENT

There being no other business, the meeting ended at 1:00 pm with a word of prayer from Mrs. Regina Kimweno.

MINUTES CONFIRMED BY:

CHAIRMAN:  **DATE:** 4/4/2025
SIGN:

SECRETARY:  **DATE:** 4/04/2025
SIGN:

MINUTES CONFIRMED BY:

CHAIRMAN

SIGN

SECRETARY

SIGN

**MINUTES OF THE MUNICIPALITY BOARD MEETING HELD AT
MUNICIPALITY BOARD ROOM ON 4TH APRIL 2025**

Present:

1. Eng. Hillary Cherop – Chairman
2. Laura Matilda Kandie – Vice Chair
3. Mr. Thomas Maiyo - CECM
4. Kirongo Felix – Municipal Manager (Secretary)
5. Beatrice Korir – Board Member
6. Evans Kipruto – Board Member
7. Emmanuel Birir – Chief Officer
8. Regina Kimweno – Board Member
9. Festus Kirop – Board Member
10. Kimutai Chemitei – Board Member

Agendas;

1. **Preliminaries**
2. Welcoming the new Municipality Manager
3. **Election of Committees**
4. **Confirmation and Matters from the Inaugural Board Meeting**
5. **Status on Board Induction and Board Facilitation**
6. **Status Report on the Actual Transferred Functions**
7. **Status Update on Ongoing Programs and Projects**
 - o KUSP (Kenya Urban Support Programme)
 - o KISIP (Kenya Informal Settlements Improvement Project)
 - o Economic stimulus markets
 - o Affordable housing project within the municipality
8. **Municipality Organogram and Staffing Levels**
9. **Draft Gender Policy**
10. **Operations of the Disaster Center**
11. **Waste Management Plan**
12. **Integrated Development Plan (IDEP) and municipality budget**
13. **Operationalization of the Recreation Park**
14. **Board's Vision and Future Goals**
15. **Adjournment**

ITN/MUN/MIN.1/4/2025: OPENING AND PRELIMINARY:

The meeting commenced with a prayer led by Mr. Evans Kipruto.

ITN/MUN/MIN.2/4/2025. WELCOMING THE NEW MUNICIPAL MANAGER:

The Chairman, Eng. Hillary Cherop, welcomed all members and led the introductions. The new Municipal Manager Mr. Felix Kirongo was formally welcomed by the board members, who also

provided guidance on his new role. In return, Mr. Kirongo expressed his sincere appreciation for the warm reception from the board. He officially reported for duty on March 3rd, 2025, and was warmly received by the CECM, CO, and the entire staff in the department. During his address, Mr. Kirongo assured everyone of his commitment to working collaboratively and contributing to the department's ongoing success.

ITN/MUN/MIN.2/4/2025:FORMATION OF COMMITTEES:

The following committees were established:

- **Audit, Risk, and Compliance Committee**
 - i. **Chairperson:** Festus Kirop
 - ii. **Vice Chairperson:** Beatrice Korir
 - iii. **Members:** Regina Kimweno
 - iv. **Member:**Evans Kipruto

- **Human Resource, Welfare, Gender, and Social Inclusion Committee**
 - i. **Chairperson:** Regina Kimweno
 - ii. **Vice Chairperson:** Festus Kirop
 - iii. **Members:** Thomas Maiyo

- **Technical, Strategy, and Planning Committee**
 - i. Evans Kipruto - Chairperson
 - ii. Kimutai Chemitei – Vice Chairperson
 - iii. Thomas Maiyo
 - iv. Emmanuel Birir
 - v. Laura Matilda Kandie

- **Finance, Budget, and Operations Committee**
 - i. **Chairperson:** Kimutai Chemitei
 - ii. **Vice Chairperson:** Beatrice Korir
 - iii. **Members:** Emmanuel Birir
 - iv. Laura Matilda Kandie

Each committee was tasked with developing terms of reference (ToRs) within two weeks, with a deadline set for April 20th. The chairs of the committees were instructed to share their drafts with the Municipal Manager. A virtual meeting would be scheduled to review and harmonize the committee ToRs.

2. **ITN/MUN/MIN.4/4/2025:REVIEW OF PREVIOUS MINUTES:**

It was noted that the minutes from the previous meeting were incomplete. The Secretary was tasked with redrafting the minutes, incorporating input from board members, and sharing the draft by Monday for review. It was also decided that a standard practice would be adopted to complete minutes within 24 hours after each meeting.

ITN/MUN/MIN.5/4/2025:STATUS OF BOARD INDUCTION AND FACILITATION:

The Board induction was delayed due to budget constraints. Additionally, facilitation for the January meeting was still pending. The municipality's budget currently domiciled within the department, with only the Municipal Manager's salary having a designated budget line.

ITN/MUN/MIN.6/4/2025:TRANSFER OF FUNCTIONS STATUS:

Functions were legally transferred to the municipality through a gazette notice in 2019; however, resources and personnel have not been fully transferred. The municipality continues to operate as a subset of the department. There is a pressing need for proper resource allocation to facilitate smooth operations.

ITN/MUN/MIN.7/4/2025:STATS UPDATE ON ONGOING PROGRAMES AND PROJECTS

- **KUSP Program Status:** The previous allocation for the KUSP program was 89 million, with a minimum expected allocation of 50 million for the next phase. Compliance with minimum conditions was discussed, and the registration of technical officers (planners, engineers) is currently in progress.
- **KISIP Project Updates:** The land tenure component of the KISIP project is progressing in Bugar and Tambach, with infrastructure development underway in various settlements. Mlimani and Kambi debe settlement in iten municipality has been approved for infrastucture development however, social inclusion programs remain pending.

Market Development Projects: The Governor has ordered the demolition of a collapsed section of the market and proceed with construction as advised by NCA new market project, worth 400 million awaits handing offer of the site to the contractor. Concerns were raised regarding the approval process and supervision. Every construction must be approved by the development control committee irregardless of the owners, it was also emphasized that proper documentation of current traders must be maintained.

ITN/MUN/MIN.8/4/2025:ORGANIZATIONAL STRUCTURE REVIEW:

A discussion on the municipal organogram clarified that the Board and Audit Committees will report directly to the board, rather than the Municipal Manager. There is a need to restructure the corporate and technical service sections, with a proposal to revise the structure

to follow a pyramid model. The need for proper staffing levels and an optimized staff establishment was highlighted.

ITN/MUN/MIN.9/4/2025:BUDGET AND FINANCIAL PLANNING:

The proposed budget includes:

- RTK machine
- Drone
- Training programs
- Urban service delivery initiatives
- Street naming project
- Beautification projects


ITN/MUN/MIN.10/4/2025:INFRASTRUCTURE DEVELOPMENT:

The management of a recreational park was discussed, with the need for a comprehensive management plan before proceeding with tenders. There were also discussions on the beautification of major roads and engagement with KeNHA for road maintenance, drainage and beautification.

Next Meeting:

The date for the next meeting will be communicated later.

The meeting was adjourned with a closing prayer by Mr. Felix Kirongo.

Minutes recorded by: (Manager) Sign... Date... 15/12/2025

Confirmed by: (Chairman) Sign... Date... 15/12/2025

Action Plan – Municipality Board Meeting (4th April 2025)

1. **Committee Terms of Reference (ToRs) Development**
Each committee (Audit, HR & Welfare, Technical & Strategy, Finance & Ops) will draft its ToRs and submit for harmonization.
Deadline: 20th April 2025
Leads: Committee Chairs, Municipal Manager
Follow-up: Virtual meeting to review drafts collectively.
2. **Redraft and Standardize Meeting Minutes**
Previous meeting minutes to be revised and shared for feedback; future minutes to be completed within 24 hours post-meeting.
Deadline: 7th April 2025
Lead: Secretary (Mr. Felix Kirongo)
3. **Follow-Up on Municipality Name Gazettement**
Engage relevant authorities to finalize gazette of municipality's name for legal and administrative clarity.
Deadline: Ongoing
Lead: Municipal Manager
4. **Review and Finalize Waste Disposal Management Plan**
Update the waste management plan and present it to the Board for adoption.
Deadline: 4th May 2025
Lead: Evans Kipruto
Follow-up: Status update in next board meeting.
5. **Revise Municipal Organogram and Staffing Structure**
Align the organogram with legally transferred functions and propose a pyramid structure for efficiency.
Deadline: Ongoing
Leads: Technical Team, Municipal Manager
6. **Develop Management Plan for Recreation Park**
Prepare a comprehensive plan for park operations before initiating procurement or tenders.
Deadline: 18th April 2025
Leads: Strategy Committee, Municipal Manager
7. **Beautification Proposal to KeNHA**
Draft a proposal for beautifying major roads and improving drainage, to be presented to KeNHA.
Deadline: Ongoing
Lead: Technical Team
8. **Implement Grievance Redress Mechanism**
Design and roll out a structured system for handling public complaints and suggestions.
Deadline: Ongoing
Leads: Municipal Manager, HR Committee
9. **Review and Streamline Development Control Procedures**
Update the procedures to ensure proper approval processes and compliance with

regulations.

Deadline: Ongoing

Lead: Technical Committee

10. **Establish Citizen Engagement Forums**

Form public forums for community participation and feedback on municipal matters.

Deadline: Ongoing

Leads: Municipal Manager, Strategy Committee

11. **Procure Serialized Documentation for Approvals**

Implement serialized forms for approvals to ensure traceability and reduce irregularities.

Deadline: Ongoing

Lead: Finance & Operations Committee

12. **Access and Review Project Contract Documents**

Secure full contract documentation for all ongoing projects to enable transparency and monitoring.

Deadline: Ongoing

Lead: Finance & Operations Committee

MINUTES OF THE SPECIAL BOARD MEETING OF ITEN MUNICIPALITY TO APPROVE THE KUSP2-UIG WORKPLAN AND BUDGET ON 25TH JULY 2025 AT MUNICIPALITY BOARD ROOM AT 8:07 AM

Present Members:

1. Hillary Cherop – Chairperson
2. Laura Kandie – Vice Chairperson
3. Felix Kirongo – Secretary
4. Kimutai Chemitei – Member
5. Thomas Maiyo – County Executive Committee Member (CECM)
6. Emmanuel Birir – Chief Officer (CO)
7. Ragina Kimweno – Member
8. Festus Kirop – Member
9. Evans Kipruto – Member
10. Beatrice Korir – Member

Agenda

Approval of the Workplan and Budget for Urban Institutional Grant (UIG) Funds

Min. 1/25/07/2025 – Opening Session

The meeting was called to order at 8:07 AM by the Chairperson Eng. Hillary Cherop.

Opening Prayer:

The meeting opened with a word of prayer led by **Laura Kandie**, Vice Chairperson.

The Chair welcomed members and emphasized the urgency of the meeting due to the 5:00 PM deadline for submission of the UIG workplan and signed minutes to the Council of Governors.

Min. 2/25/07/2025 – Remarks by the Chief Officer

Chief Officer Emmanuel Birir updated members on the status of the UIG funds. He explained that:

Funds were already deposited in a **Special Purpose Account**.

Agenda

The county had fully met the required assessment criteria for UIG eligibility.

Min. 3/25/07/2025 – Member Remarks

Members commended the efforts of the CO and Municipal Manager, emphasized the need to expedite project implementation, and advocated for the development of the **Integrated Development Plan (IDeP)**.

Min. 4/25/07/2025 – Presentation of UIG Workplan and Budget

The Chairperson presented the proposed **KES 40 million UIG Workplan and Budget**, detailing project areas such as:

- **Public Participation & Citizen Forums**



- **IDEp Preparation**
- **Appointment & Orientation of Town Committees**
- **Capacity Building & Training**
- **ICT Procurement & Equipment**
- **Environmental and Risk Assessments**
- **Urban Planning Tools & Databases**

An additional **KES 7.95 million** was noted as **County Counterpart Funding** committed separately from UIG funds (Budget attached)

Min. 5/25/07/2025 – Discussion and Amendments

Key points discussed:

- All mentions of "county technical staff" were amended to "municipal staff."
- Members recommended **maximizing the number of community meetings** within budget constraints.
- Clarifications made to descriptions such as "identify and name streets."
- Board members approved the proposed budget considering that over 57% will be spend within the municipality.

Min. 6/25/07/2025 – Resolutions

The board **unanimously** approved the following:

1. The **UIG Workplan and Budget (KES 40 million)** as presented and amended.
2. Immediate finalization and signing of meeting minutes by the Chair and Secretary.
3. Submission of all required documents before 5:00 PM on 25th July 2025.

The date for the next meeting will be communicated later


Closing Prayer:

The meeting concluded with a word of prayer led by **Ragina Kimweno**.


The meeting was adjourned at 9:15AM

MANAGER
ITEN MUNICIPALITY
 ELGEYO - MARAKWET COUNTY
 25 JUL 2025
 P. O. Box 220/30700,
 ITEN

Minute Confirmation:

Prepared by: **Felix Kirongo** (Secretary) Signature.....

Date... 25/07/2025

Approved by: **Eng. Hillary Cherop** (Chairman) Signature..........Date... 25/07/2025

The board unanimously approved the following:

1. The **UIG Workplan and Budget (KES 40 million)** as presented and amended.
2. Immediate finalization and signing of meeting minutes by the Chair and Secretary.
3. Submission of all required documents before 5:00 PM on 25th July 2025.

The date for the next meeting will be communicated later

Closing Prayer:

The meeting concluded with a word of prayer led by **Ragina Kimweno**.

The meeting was adjourned at 9:15 AM

Minute Confirmation:

Prepared by: **Felix Kirongo** (Secretary) Signature.....