



Community Services Board Agenda
City Council Chambers, City Hall, 612 N. Main Street
February 9, 2023

- 1. 10:00 AM Call to Order**
- 2. Approval of the Agenda**
- 3. Approve Minutes from Previous Meeting**
- 4. Transit Asset Maintenance Plan**
- 5. New Buses**
- 6. Transit At The Legislator**
- 7. Palace Transit Funding Amendment**
- 8. Transit Staffing**
- 9. Nutrition Software**
- 10. JVCC Lighting**
- 11. Department Reports and Updates**
 - A. Adult Nutrition**
 - B. Palace Transit**
 - C. Mitchell Volunteer Program**
 - D. James Valley Community Center**
- 12. Schedule Next Meeting**
- 13. Adournment**

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.

Community Services Advisory Board Meeting Minutes
Thursday December 8th, 2022
10:00am City Hall Council Chambers
612 North Main

Call To Order: No quorum

Members Present: Kristi Bitterman, Jan Quenzer, Whitney Kroupa, and Tanya Klingaman

Members Absent: Al Jacklin, Cole Morgan, Wendy Linke, and Jordan Unterbrunner

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Approve Agenda: No quorum

12/8/2022 - Minutes

1. Approve Minutes From Previous Meeting

No Quorum

2. Palace Transit Contract For Service

Palace Transit worked with the City Attorney to come up with a contract that would be uniform for all agencies. Mitchell City Council approved the contract.

3. SD DOT 5339 Funding Agreement Routing Software

The 5339 Funding Agreement goes towards the software program Palace Transit uses to schedule rides. The Federal Share is 80% and the Local Share is 20%. A group of transit agencies across the state are looking into a new software program that would suite the needs of all the transits.

4. SD DOT Funding Agreement

The SD DOT Funding Agreement provides operating & administrative funding for Palace Transit. Other Transit agencies have not increased ridership since COVID, so there may be additional funds available to apply for when the contract funds are used up.

5. State Transit Review

The tri-annual Program Review of Palace Transit has been closed. Palace Transit is in compliance with the South Dakota Department of Transportation and the Federal Transit Administration's regulations.

6. Dispatch Radios

Transit has switched from AT&T First Net to Zello Push to Talk for all communication between the drivers and the office. The program is more user friendly and saves us \$1,000 a year.

7. Part-Time Transit Employees

City Council has approved two part-time drivers up to 30 hours a week starting January 1st, 2023 the drivers have been hired for these positions. With the additional drivers' evenings and Sundays may be able to be

added.

8. DWU Community Health

Jessica was part of DWU's Community Health Services panel. The DWU Nursing Program did two presentations at JVCC covering Fall Preventions and Immunizations

9. Nutrition Snowflakes

This year we have 95 names of seniors who are in need of food. The goal for this year is \$7,600, which would provide 20 meals per person. Donations are taken all year long.

10. Second Meals Update

The Second Meals Program has been struggling getting meals in from the distributor. It has been taking over two months from the time ordered. We have also experienced low meal availability. We have had to change our menu a couple of times in order to have meals on hand.

11. National Disability Awareness Month

James Valley Community Center received the Quarterly Employer of the Year. The JVCC has employed clients with disabilities to do cleaning and other office duties.

12. New Employees

Palace Transit has hired a previous bus driver to fill the full-time bus operator position. We have also hired a part-time Front Desk Clerk at JVCC.

13. Citizens Input

No citizens input to record.

14. Department Reports And Updates

14.I. Palace Transit

The year-to-date Ridership Reports for August - October was given to the board members. The report breaks down the rides by special emphasis, elderly riders, handicap riders, medical rides, employment, Nutrition, social Rec, education, shopping, general public, school age, and total rides. Ridership has showed an increase each month.

14.II. Mitchell Volunteer Program

A monthly report was given to the members which shows placements of the volunteers for the last couple of months.

14.III. Adult Nutrition

Board members were given the September and October Nutrition reports. We are up both to our projections and to last year for both months. For this fiscal year we are up 1061 meals to projection, and up 431 meals compared to last year

14.IV. James Valley Community Center

The JVCC Progress Report for September – November was given to the board members. The report shows activities that are going on at the James Valley Community Center. The report also shows fundraisers that are going on at JVCC. The SHIINE program has been utilizing the James Valley Community Center to help seniors with their Medicare Prescription Drug Plans.

Next Meeting Date: February 9th, 2023

Adjournment: No adjournment was done due to lack of quorum.

Respectfully Submitted by:

Amy Hurt - Community Services Coordinator / City of Mitchell Community Services Department



Asset Maintenance Plan

City of Mitchell/Palace Transit

Adopted DATE

Table of Contents

Purpose	2
Goals and objectives	2
Organization and assignment of responsibility	2
Maintenance Schedules and Forms	3
Record Keeping.....	3
Record Retention	4
Asset Maintenance	4
Scheduled Service Intervals.....	5
Vehicle Cleaning.....	5
Facility Cleaning	5
Equipment.....	5
Accessible Features	6
Asset Inspections	6
Vehicle Pre-trip.....	6
Facility Inspection	7
Equipment Inspection.....	7
Warrantees.....	7
Safety.....	8
Useful Life Standards.....	8
Spare Ratio	8
Transfer & Disposal	8
Insurance Requirements.....	9
Training	9
Emergency	10
Schedules and Inspection Forms.....	10

Purpose

Through our system of periodic inspections and preventive maintenance to be performed at certain defined intervals, City of Mitchell/Palace Transit assures all assets are properly maintained. The Asset Maintenance Plan provides goals and objectives of our maintenance program and establishes how we will meet such goals and objectives. The maintenance schedule will be updated with the purchase of assets to account for new technology, new manufacture's recommended maintenance intervals and programs, and incorporate actions to maintain each asset on a specific cycle. These actions will help ensure proper care, maximize longevity, and provide proper maintenance of assets.

Goals and objectives

Public transit requires a considerable investment in facilities, equipment, and vehicles. City of Mitchell/Palace Transit believes in keeping their assets in proper working order. Proper maintenance of assets is key to protecting the Federal Transit Administration (FTA) and local investment, reducing overall expenses, and increasing the longevity of the asset. An asset is considered as substantial if:

1. The asset has an original cost of \$5,000 or more.
2. The asset has an estimated useful life over a year.

The vehicles, equipment, and facilities will be maintained at a high level of cleanliness, safety, and mechanical soundness. The State and FTA will conduct periodic inspections to confirm proper maintenance.

Organization and assignment of responsibility

Overall implementation of this policy – Community Services Director

Maintaining records & records retention – Transit Supervisor

Maintenance of Assets – Transit Supervisor

Pre-trip & post-trip inspections – Transit Supervisor & Transit Operators

Preventative maintenance – Transit Supervisor & Street Department

Repairs – Street Department

Wheelchair lifts & other equipment – Transit Supervisor

Warranty issues – Transit Supervisor

Safety – Transit Supervisor

Useful life & spare ratio – Community Services Director

Transfer & disposal – Transit Supervisor

Insurance – Human Resources

Maintenance Schedules and Forms

When a new asset is purchased by City of Mitchell/Palace Transit, the transit supervisor will review the maintenance schedule in the owner's manual to create a maintenance plan for the asset. If no owner's manual is included with the asset, the transit supervisor will request recommended maintenance information directly from the manufacturer. These items are entered into through Thing Tech. This plan will list the service functions and time intervals in months, miles or cycles. Palace Transit follows this schedule to complete the maintenance on the asset and records the maintenance in the SDDOT approved asset management software. Any repairs, including repairs made under warranty, will be recorded in the asset management software as well. All schedules and forms are incorporated into the City of Mitchell/Palace Transit's Asset Maintenance Plan.

Record Keeping

Thing Tech and each vehicle has a individual binder with repairs/maintenance information.

Palace Transit will use the SDDOT provided asset management software to maintain detailed records for all assets to ensure the asset is inspected and maintained on a routine basis per manufacturer specifications and SDDOT guidelines. If the asset is less than \$49,999 and greater than \$5,000City of Mitchell/Palace Transit keeps the records on file. Records will include:

- a) description of the asset;
- b) identification number or serial number;
- c) entity or individual that holds title to the asset;
- d) source of funding (the FAIN number under which it was procured);
- e) acquisition date;
- f) asset cost;
- g) percentage cost of federal participation;
- h) location;
- i) use and condition;
- j) useful life; and

k) the disposition data, including the date of disposal and sale price, whom sold to, or where applicable, method used to determine fair market value.

Record Retention

Per CFR200.333, City of Mitchell/Palace Transit will retain financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub recipient. If any litigation, claim, or audit is started before the expiration of the 3-year period the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. When notified in writing by the awarding agency, City of Mitchell/Palace Transit will retain the records for the period of the extension. All levels of service, inspections, replacement, and/or repairs and preventive maintenance performed will be recorded and maintained electronically or on paper.

Asset Maintenance

City of Mitchell/Palace Transit will use the maintenance plan specifically developed for each asset to perform preventative maintenance. The Transit Supervisor will assure the performance of the preventative maintenance using the maintenance plan created by the Transit Supervisor. Preventive maintenance schedules are developed as a guide to ensure maintenance personnel accomplish the proper maintenance. Detailed procedures and tolerance are contained in the manufacturer's maintenance manual for each individual equipment item.

Timeliness of preventative maintenance is important. The following standards will be used to gauge on the on-time performance of the preventive maintenance schedule. The transit supervisor will check the pre & post trip inspections and Thing Tech.

When an oil change or vehicle maintenance is required on one of our assets, the driver notates that on their pre/post trip inspection form and turns it into the Transportation Supervisor. The Transit Supervisor then submits that form with a Vehicle Defect and Correction Report and Mechanic Inspection Form (for oil changes) to the City of Mitchell Street Department. The mechanics then complete all required maintenance and return the Vehicle Defect and Correction Report and Mechanic Inspection Form to the Transit

Supervisor to be filed in Thing Tech and in asset binder. At this time, maintenance is reported in Thing Tech.

All needed maintenance is filled out on Palace Transit vehicle defect and correction report and emailed to Street Department Supervisor for needed action on a weekly basis to make sure all preventative maintenance is being handled and repairs are made in a timely manner.

- Daily – Pre & Post Trip Inspections on vehicles
- Monthly – Facility and Equipment Inspection by City Building Inspector
- Quarterly – Facility and Equipment Safety Inspection by Transit Staff

Scheduled Service Intervals

Following a preventative maintenance plan created from the manufacturer's recommendations for each asset, the Palace Transit performs this maintenance on a regular basis depending on the recommendation, either by time periods, miles lapsed, cycles or hours. Service intervals may vary depending on vehicle use, weather, road conditions, and topographical considerations.

Vehicle Cleaning

Vehicles will be regularly cleaned inside and out. Palace Transit is responsible to have standards to address cleaning activities and intervals to maintain asset for cleanliness. Regular cleaning helps prevent premature vehicle aging, protects exterior paint, extends the life of protective coatings, and helps prevent rust. It also increases passenger comfort and maintains a positive agency image.

Facility Cleaning

Facilities and grounds are regularly cleaned. Palace Transit is responsible to have standards to address cleaning activities and intervals to maintain cleanliness. Regular cleaning helps prevent premature aging, protects and extends the life of the asset. It also increases the public and passenger comfort and maintains a positive agency image.

Equipment

City of Mitchell/Palace Transit will either request from vendor or research the equipment for the manufacture recommendation to develop the maintenance schedule.

City of Mitchell/Palace Transit is required to follow manufacture recommendations to create maintenance schedules for equipment purchased \$5,000 and over.

Accessible Features

Palace Transit has a specific preventative maintenance schedule for wheelchair lifts, ramps, or any other accessible features as assets. This plan follows the manufacturer's recommendations on intervals for inspection, lubrication, and adjustment.

To achieve the goals, objectives, and assure proper care and longevity of ADA accessible equipment, the following preventive maintenance plan (PM) and schedules listed below are followed. City of Mitchell/Palace Transit's Preventive Maintenance Plan and Schedule is designed to provide an adequate level of preventive maintenance for all ADA accessible equipment. The recommended intervals are based on the manufacturer recommendations.

Preventive maintenance is performed as suggested by the manufacturer. Cycle intervals on vehicles may vary according to high usage and therefore scheduled according to frequency of use.

Asset Inspections

Palace Transit uses the maintenance plan specifically developed for each asset to perform required inspections. The Transit Supervisor will assure the performance of the inspection. Inspection checklists are developed for inspections as a guide to ensure that the designated personnel accomplish the important aspects. For equipment, this would apply for equipment costing more than \$5,000. Palace Transit would be responsible for keeping the documentation for equipment less than between \$49,999 and \$5,000.

On an annual basis, any revenue service vehicles that have a capacity of 16 persons or more (including the driver) must pass a safety inspection by the Motor Carrier division of the South Dakota Highway Patrol per SDCL 32-21-3.1.

Vehicle Pre-trip

All revenue service vehicles funded through assistance with FTA funds will have a detailed pre-trip inspection performed each day the vehicle is used. The pre-trip inspection form shall note any maintenance and repair issues discovered during the pre-trip inspection. At the minimum, City of Mitchell/Palace Transit's inspection sheet includes all applicable items listed on the sample inspection sheet provided on the SDDOT website.

At the beginning of their shift, every driver will complete an inspection of the vehicle and equipment following the agency checklist prior departing garage or parking area. The driver will record the results of the inspection and report any deficiencies. The inspection form must be signed and dated by the inspector.

If there is a deficiency causing the vehicle to be unsafe for use, the driver will inform the Transit Supervisor and the vehicle will be taken out of service until the deficiency has been repaired.

Anytime throughout their shift when a mechanical or usability issue arises with an asset, the driver will report it verbally to Transit Supervisor and by filling out a vehicle defect report which is given to the transit supervisor.

At the end of their shift, the driver will fill out post inspection sheet and submit to Transit Supervisor.

Daily pre-trip and post-trip inspections forms will become part of each individual vehicle's maintenance records.

Facility Inspection

City of Mitchell building inspector will complete a monthly inspection of the facility and grounds utilizing the facility inspection checklist. The documentation of the inspection and any maintenance or repairs performed during this inspection will be recorded in the SDDOT asset management software. It is required to have signed documentation of the inspections conducted on file.

Equipment Inspection

City of Mitchell building inspector will complete a monthly inspection of the equipment utilizing the equipment inspection checklist specific to equipment. The documentation of the inspection and any maintenance or repairs performed during this inspection will be recorded in the SDDOT asset management software for equipment \$50,000 and over. If the equipment cost was \$5,000 and \$49,999 City of Mitchell/Palace Transit will keep documentation of inspections on file. It is required to have signed documentation of the inspections conducted on file.

Warrantees

The warranty recovery and preventive maintenance is performed as suggested by the manufacturer. Cycle intervals on vehicles may vary according to high usage and therefore scheduled according to frequency of use. Warranties will be addressed as they arise such as recall notice from vendor, as an issue occurs or found during inspection. It is Palace Transit's responsibility to obtain the warranty process and recovery from vendors. Warranty information will be reviewed at the time of purchase to determine this process and document for per asset.

Warranty activity will be performed and documented according to the guidelines of the manufacturer, supplier, or builder. Documentation will be retained according to record retention guidelines.

Safety

It is pertinent that safety practices are implemented and followed when inspecting and maintaining assets. Palace Transit will refer to the City of Mitchell's safety plan.

Useful Life Standards

Palace Transit will maintain assets to ensure they meet minimum useful life requirements. Refer to the SDDOT Transit Asset Management (TAM) plan.

Spare Ratio

In order to maintain services without disruption when regularly assigned vehicles are down for maintenance, servicing, or repair, Palace Transit will maintain an appropriate number of back-up/spare vehicles.

Vehicles in Operation	10
Back-Up/Spare Vehicles	2
ADA Minivans	2

Transfer & Disposal

At such a time when the asset is withdrawn from transportation service, Palace Transit will notify SDDOT. If the asset can still be used for transportation service, SDDOT will give written approval for the transfer of the equipment. Palace Transit may transfer ownership of the equipment to another private nonprofit organization and receive a payment of twenty percent (20%) of the estimated equipment value from the receiving organization. SDDOT will establish the estimated equipment value and may permit Palace Transit to dispose of the asset in accordance with the South Dakota State Management Plan.

Insurance Requirements

City of Mitchell/Palace Transit has at a minimum the equivalent insurance coverage for real property and equipment acquired or improved with federal assistance used to acquire the property owned by the sub recipient per FTA circular 5010.1E.

Palace Transit vehicles are insured through the City of Mitchell's fleet insurance.

Training

To achieve the goals and objectives of the maintenance plan, orientation training is provided to all applicable staff.

The training will include the following concepts:

- Asset familiarization, including training on all equipment for which employees have responsibility, such as including engine compartment, driver controls and passenger safety devices.
- Drivers will be trained to recognize unusual noises and to communicate basic mechanical problems to the Transit Operations Supervisor within City of Mitchell/Palace Transit.
- Recognizing when an asset requires service, maintenance, or inspection and how to notify the City of Mitchell Street Department to perform needed work.
- Asset safety training including hazard identification, location of fire and life safety equipment, facility power emergency disconnect location, safety exits, and emergency incident procedures.
- Vehicle maintenance requirements, processes, and objectives.
- Policy training, including safety and maintenance policies.
- Training on forms and procedures used in City of Mitchell/Palace Transit's asset management information system, including all inspection checklists.
- Instruction on the safe operation and maintenance of all asset safety equipment, and ADA equipment.
- Specialized certification training if required by state, federal, or municipal regulations, and/or as a condition of employment (example ASE Certification, CDL license holder).

Maintenance training will cover all assets operated by the City of Mitchell/Palace Transit. Training manuals, maintenance manuals, and all updates/revisions are provided at the central location, or in a shared electronic format for each asset type being used by the transit agency.

Manufacturers or component companies that manufacture the engine, transmission, or heating and air conditioning for the vehicle often offer specialized maintenance training. In addition to training, manufacturers commonly provide regularly updated manuals and bulletins to keep mechanics informed of the latest recommendations and guidelines.

Emergency

If an emergency/public health crisis/disaster has been declared or announced, Palace Transit will follow all local, state, and federal procedures and guidance provided and will stay abreast daily on the situation.

Inspection Forms

Monthly Facility and Equipment Inspection

Facility: _____

Completed By: _____

Date: _____

Title: _____

FTA Condition Scale: 5 - Excellent, no visible defects, new or near new condition, may still be under warranty if applicable. 4 - Good, good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional. 3 - Adequate, moderately deteriorated or defective' but has not exceeded useful life. 2 - Marginal - defective or deteriorated in need of replacement; exceeded useful life. 1 - Poor, critically damaged or in need of immediate repair; well past useful life.

Area	Rating	Action Required & Who Will Complete	Completion Date
Substructure: foundations, walls, columns, pilings, etc.			
Shell: superstructure/structural frame, roof, gutters, exterior windows, doors, finishes, downspouts			
Interiors: walls, interior doors, fittings, signage, finishes			
Plumbing: fixtures, water distribution, sanitary waste, rain water drainage			
HVAC: energy supply, heat generation and distribution system, cooling generation and distribution systems, testing balancing controls and instrumentation, chimneys and vents			
Fire Protection: sprinklers, standpipes, hydrants and other fire protection specialties			
Electrical: electrical service & distribution, lighting and branch wiring interior and exterior, communications and security, other electrical system related pieces such as lightning protection, generators and emergency lighting, security cameras.			
Equipment: maintenance or vehicle service equipment, do not include supplies.			
Site: roadways/driveways and associated signage, markings, and equipment, parking lots and signage, markings and equipment, pedestrian areas and associated signage, markings and equipment, site development such as fences and walls, landscaping and irrigation, site utilities.			

PALACE TRANSIT VEHICLE DEFECT AND CORRECTION REPORT

Vehicle #: _____

Current Mileage: _____

PROBLEM IDENTIFICATION

Driver/Supervisor/Mechanic _____

Date and Time _____

Vehicle Problem Description:

MAINTENANCE PERFORMED

Mechanic/Supervisor _____

Mileage at time of Service: _____ Labor Hours: _____

Date and Time _____

Vehicle Maintenance Performed:

Mechanic/Supervisor Signature _____

Additional comments should be written on the back of this form.

Transit Supervisor Signature: _____ Date: _____

QUARTERLY SAFETY INSPECTION (JAN, APR, JUL, OCT)

Facility _____

Date _____

Area	(Y) Yes (N) No N/A	Action Required to Correct & Who Will Correct	Completion Date
EXITS			
Exit doors & routes free of obstruction & identified			
Emergency lighting operational & tested			
Exit signs clearly visible and working			
Emergency Action Plan building maps or diagrams properly displayed			
FIRE PROTECTION			
Extinguishers inspected monthly and service annually			
Locations marked & accessible			
Employees trained in fire extinguisher use			
Sprinkler heads obstructed (no obstruction within 18")			
Storage area are orderly, free of rubbish and debris			
Flammable liquids stored in safe manner			
Overall good-housekeeping maintained			
WALKING-WORKING SURFACES			
Floor & aisle clear of power cords, items causing slip & trip hazards			
Stairway & ramps clear / Proper handrail, stair threads undamaged			
Store rooms organized, free of debris, fire hazards			
Items stored overhead to 8 feet less than 10 pounds			
Nothing 2 foot from ceiling			
Non-slip mats at all entrances as needed and in good condition			
HAZARD COMMUNICATION			
All products properly stored and labeled			
MSDS info on all products			
ELECTRICAL			
Proper condition and use of extension cords			
Circuit panel, junction box and receptacle covers in place			
Plugs with proper grounding used / GFC's in place in bathrooms or wet areas			
Electrical cabinet closed & labeled			
Electric panel - 36" clearance			
Portable space heaters safely used and equipped with tip-over shutoffs			
MACHINERY/MACHINE GUARDING/HAND TOOLS			
Cords for power tools in good condition with grounding plugs			

Hand tools in good condition			
Tools & equipment have appropriate guards			
Discharge guards in place on mowers/snow blowers			
Gasoline & other flammables are stored in approved containers			
LADDERS			
Ladders are free of cracked or bent rungs, damaged side rails, missing bottom pads/cleats & other damage			
FIRST AID			
Emergency numbers posted			
First aid kits readily available & properly stocked			
Eyewash station accessible (not blocked)			
ERGONOMICS			
Proper layout of workstations			
SAFETY PROGRAM/SAFE PRACTICES			
Equipment used properly			
All safety rules observed			
Ongoing safety training done for all employees			
All accidents investigated & preventative measures determined			
Yearly training on Bloodborn Pathogen, First Aid/CPR			
Do you know where the nearest fire extinguisher or alarm is?			
Where are the MSDS sheets located?			
Where is your evacuation meeting area?			
Monthly check on the AED complete			
Monthly check on fire extinguishers complete			
EXTERIOR OF BUILDING			
Sidewalks in good condition, free of trip hazards			
Trees trimmed and safe level above walk areas			
Fences in good condition			
Exterior of building free of climb/fall/puncture (boards with nails) or liability hazards			
Handrails in place on steps, steps in good repair			
Handicap parking area			
Equipment properly stored, keys removed			
Exterior lighting			
Exterior housekeeping acceptable			

Do you have any safety concerns or suggestions:

Supervisor Signature _____ Date _____

Department Head Signature _____ Date _____

Inspection sheets are to be completed quarterly (January, April, July & October), reviewed with department head, deficiencies addressed and documented on this form and how and when they will be completed. Turn completed for into Human Resources.

AMENDMENT NUMBER 1
AGREEMENT NUMBER 812102

BACKGROUND:

1. On December 19, 2022, the State of South Dakota, acting by and through its Department of Transportation, referred to in this Amendment as the "STATE," and City of Mitchell, South Dakota d/b/a Palace Transit, referred to in this Amendment as the "CITY" or "Sub-Recipient," entered into an Agreement, which agreement referred to in this Amendment as "AGREEMENT," was signed by representatives of each party and assigned agreement number 812102 by the STATE; and,
2. The parties wish to amend the AGREEMENT to increase the maximum limiting amount of the AGREEMENT.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Paragraphs A.1.f., A.1.g. and A.1.h. of the AGREEMENT are amended to read as follows:

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION:

- f. Amount of federal funds obligated to the Sub-Recipient by this Agreement: \$543,562.07
- g. Total amount of federal funds obligated to the Sub-Recipient: \$543,562.07
- h. Total amount of the federal award committed to the Sub-Recipient: \$543,562.07

2. Paragraph A.4 of the AGREEMENT is revised to read as follows:

4. BASIS FOR SUBAWARD AMOUNT:

Estimated PROJECT costs, as shown in the application budget, are for programming purposes only. The STATE will pay actual eligible costs to the Sub-Recipient on a reimbursement basis. The Sub-Recipient may request reimbursement for eligible costs in an amount up to, but not greater than, the following: a) FTA Section 5311 funds/State Supplemental funds-MAXIMUM limiting amount of Five Hundred Forty-Three Thousand Five Hundred Sixty-Two Dollars and Seven Cents (\$543,562.07), subject to availability of Section 5311 funds/State Supplemental funds; b) Title III-B funds-MAXIMUM limiting amount of Nineteen Thousand Six Hundred Ninety-Seven Dollars (\$19,697.00), subject to availability of Title III-B funds; and c) State Public Transportation funds-MAXIMUM limiting amount of Forty-Seven Thousand Fifty-Nine Dollars (\$47,059.00), subject to availability of State funds as detailed in Budget No. 1, attached to and made a part of this Agreement as **Exhibit A**. Eligible costs for this Agreement will be determined in compliance with U.S. Office of Management & Budget Circular regulations found at 2 CFR Part 200. The Sub-Recipient will provide funds in an amount sufficient, together with the grant, to assure payment of actual PROJECT costs. The Sub-Recipient will initiate and prosecute to completion all actions necessary to provide the Sub-Recipient's share of the PROJECT costs at or prior to the time these funds are needed to meet the PROJECT costs. The Sub-Recipient must provide revenues equal to at least fifteen percent (15%) of total PROJECT administrative and operating costs (excluding certain designated expenditures). The STATE will apply the revenue requirement when making reimbursement payments to the Sub-Recipient.

3. Except as specifically modified by this Amendment, all terms and conditions of the AGREEMENT will remain in full force and effect.

The CITY has designated its Mayor as the CITY'S authorized representative and has empowered the Mayor with the authority to sign this Agreement on behalf of the CITY. A copy of the CITY'S Commission or Council's minutes or resolution authorizing the execution of this Agreement by the Mayor as the CITY'S authorized representative is attached to this Agreement as **Exhibit B**.

BUDGET NO. :	2	
APPROVED BY:	Terri Geigle	
DATE:		
ADMINISTRATIVE BUDGET		
Project Director's Salary	\$ 50,969.00	
Fringe Benefits	\$ 23,445.00	
Supervisor Salary	\$ 66,597.00	
Fringe Benefits	\$ 41,532.00	
Admin Assistant Salary	\$ 39,777.00	
Fringe Benefits	\$ 20,572.00	
Travel	\$ 5,500.00	
Office Utilities	\$ 1,510.00	
Office Supplies\Telephone	\$ 5,000.00	
Vehicle Insurance	\$ 16,200.00	
Bus Facility Insurance	\$ 4,200.00	
Other Contract	\$ 33,155.00	
Marketing/Ads/Promotion	\$ 100.00	
Miscellaneous Other (Specify)	\$ 1,000.00	
OPERATING BUDGET		
Driver Wages		\$ 498,591.00
Fringe Benefits		\$ 212,331.00
Dispatcher Wages		\$ 62,805.00
Fringe Benefits		\$ 26,657.00
Mechanic Wages		\$ 52,386.00
Fringe Benefits		\$ 40,759.00
Facility Utilities		\$ 6,150.00
Facility Supplies		\$ 3,500.00
Facility Maintenance		\$ 3,550.00
Normal Maintenance		\$ 20,000.00
Tires		\$ 10,000.00
Fuel		\$ 55,000.00
Driver Physicals		\$ 750.00
Training		\$ 550.00
Other(Uniforms)		\$ 800.00
TOTAL APPROVED BUDGET	\$ 309,557.00	\$ 993,829.00
REVENUE		
Bus Donations\Fares	\$ -	\$ 110,000.00
Bus Advertising	\$ -	\$ 41,200.00
Medicaid	\$ -	\$ 49,400.00
Bus Contracts (Specify)	\$ -	
Other Local Funds (Specify)	\$ -	
Budget Line Adjustment	\$ 60,156.38	\$ 142,130.70
TOTAL REVENUE	\$ 60,156.38	\$ 342,730.70
NET PROJECT COST	\$ 249,400.62	\$ 651,098.30
5311 FUNDS	\$ 206,553.59	\$ 337,008.48
TOTAL LOCAL MATCH		
	\$ 42,847.03	\$ 314,089.82
Title III-B Funds	\$ -	\$ -
Local Funds	\$ 42,847.03	\$ 314,089.82
Other Funds	\$ -	\$ -
PROJECT FUNDING		
Section 5311	\$ 543,562.07	CFDA 20.509
Title III-B	\$ 19,697.00	CFDA 93.044
State Funds	\$ 47,059.00	STATE FUNDS
TOTAL STATE & FEDERAL FUNDING	\$ 610,318.07	

June 2022 - May 2023 Eligible Nutrition Meals

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	717	527	840	70	717	490	227
Tripp	3150	2891	4800	400	3150	2800	350
Parkston	8375	8487	13200	1100	8375	7700	675
Cathedral Squares	3259	3190	5100	425	3404	2975	281
Meadowlawn	1397	1708	3000	250	1397	1750	-350
Wesley Acres	2642	3225	5100	425	2642	2975	-333
JVCC/Dine Card	6793	6332	12000	1000	7085	7000	-207
Greenridge	1479	1291	2400	200	1751	1400	79
Total	27812	27651	46440	3870	28521	27090	722
*No meals in June or July							
Site	December		Monthly Goal		Difference		
Mt.Vernon	105		70		35		
Tripp	337		400		-63		
Parkston	1000		1100		-100		
Cathedral Squares	421		425		-4		
Meadowlawn	159		250		-91		
Wesley Acres	367		425		-58		
JVCC/Dine Card	906		1000		-94		
Greenridge	215		200		15		
Total	3510		3870		-360		
Eligible & Ineligible	3595						

June 2022 - May 2023 Eligible Nutrition Meals

Site	December	Last Year December	Year To Date		
County Fair Dine Card	107	103	988		
Coborns Dine Card	80	94	766		
JVCC Congregate	225	212	1902		
Blizzard Meals	0	0	24		
JVCC 2nd Meals	494	406	3121		
Wesley Acres 2nd	10	15	69		
Cath. Squares 2nd	31	30	142		
Meadowlawn 2nd	43	56	325		
Greenridge 2nd	0	0	53		
Total 2nd Meals	588	524	3824		
Eligible 2nd Meals	578	511	3710		
Ineligible 2nd Meals	10	13	144		
Greenridge Ineligible	40	40	272		
Cath. Squares Ineligible	21	45	145		
JVCC Ineligible	24	25	292		

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2022 through September 30th, 2023
Month: NOVEMBER 2022

	Month End		Year to Date		Difference		
	2021	2022	2021	2022	Month End	Year to Date	
Elderly Riders	1,045	1,068	2,215	2,258	23	1,190	
General Public Riders	310	603	630	1,185	293	555	
Handicap Riders	1,771	2,034	3,636	4,268	263	632	
School - Age Riders	2,437	2,642	4,769	5,376	205	607	
Unduplicate							
59 & Under	48	54	277	423	6	146	
Elderly 60 & Over	31	58	82	181	27	99	
Total Rides	5,563	6,347	11,250	13,087	784	1,837	
Total Miles	13,215	14,238	27,141	28,542	1,023	1,401	
NOVEMBER 2022							
Trip Type	Education	Employment	Medical	Nutrition	Same Day	Shopping	Social Rec
	3,063	1,651	711	78	60	238	546

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2022 through September 30th, 2023
Month: DECEMBER 2022

	Month End		Year to Date		Difference		
	2021	2022	2021	2022	Month End	Year to Date	
Elderly Riders	999	1,062	3,214	3,320	63	106	
General Public Riders	277	678	907	1,863	401	956	
Handicap Riders	1,375	1,596	5,011	5,864	221	853	
School - Age Riders	1,920	1,808	6,689	7,184	(112)	495	
Unduplicate							
59 & Under	35	56	386	479	21	93	
Elderly 60 & Over	34	46	178	227	12	49	
Total Rides	4,571	5,144	15,821	18,231	573	2,410	
Total Miles	11,518	12,517	38,659	41,059	999	2,400	
DECEMBER 2022							
Trip Type	Education	Employment	Medical	Nutrition	Same Day	Shopping	Social Rec
	2,042	1,572	629	84	113	232	472

Mitchell Volunteer Program Monthly Volunteer Report

Month: December – February 2023

1. Volunteers

Total Volunteers– 225

2. Stations:

Total Stations– 69

3. Volunteer Placements

1. RSVP Patrol
2. Abbott House
3. Safehouse
4. The Caring Closet Pop-Up Closet
5. Lovefeast
6. JVCC
7. Nutrition
8. Mitchell Library
9. Mitchell Schools
10. Meals on Wheels Daily
11. Salvation Army
12. Hospital
13. First Circuit CASA – Mailing
14. Corn Palace – Ticket Taker
15. Regional Spelling Bee
16. Volunteers helping neighbors with home chores & care

Kim Burg, Activities Coordinator - Progress Report – Dec 2022-Jan 2023

SPECIAL EVENTS/ACTIVITIES:

Dec/Jan: Fine Arts Feature - Music With Carol & Kim and Students was Post Postposed from Dec. to January – Piano students & teacher gave a wonderful piano concert!

Jan: After-Holiday Party – Fun 50's & 60's After-Holiday Party held January 12 @ 12:30 pm – Singer Billy Lurken sang, guests played bingo and fuzzy dice/bean bag/hoola hoop game. Held the quilt raffle drawing and 50/50 drawings. Firesteel provided refreshments & AseraCare & JVCC provided prizes. 52 People Registered.

WEDNESDAY WELLNESS:

Dec - AseraCare – “Grief & The Holidays”

Jan – Rural Office of Community Services – “Community Closet & Other Community Services”

REGULAR ACTIVITIES: Card games (Cribbage, Pinochle and Pitch) Billiards/Pool, Ping Pong, Shuffleboard, Walking, Exercise and Line Dancing!!

FUNDRAISERS:

DANCES - Received \$500 Eldora Isaak Memorial Fund – Created dance fund in Eldora & Clifford Isaak's memory to be used when not able to secure sponsors (family approved) – Used for Holiday dance in Nov. – No Dance in Dec. or Jan. – Held After Holiday Party in January for musical entertainment by Billy Lurken

Feb. – Billy Lurken playing Feb. 26th with Homecare Services sponsoring

QUILTS - Quilters continue to finish one quilt on average per month. Raising on average \$100-\$150 per quilt.

ANNUAL QUILT RAFFLE – Dayle Dalldorf won the quilt which was drawn at the After-Holiday Party. Thanks to MANA (Mitchell Area Networking Association) for sponsoring the raffle and a huge thank you to our dedicated JVCC quilters for providing another beautiful quilt. Thanks to Kathy Northrup for helping secure this full-size quilt for the raffle.

50/50 Drawing – Sharon Rehorst won the drawing held at the After-Holiday Party. \$57 Was raised for JVCC.

After-Holiday Party Entrance – 10 guests attended at \$3 each = \$30

HOLIDAY BUS TOUR – Dec. 6 – “Winter Wonderland” in Chamberlain – Holiday Lights, SD Hall of Fame, Festival of Trees, Wine Tasting, Shopping – 33 plus guide attended. Foreman Charter bus broke down along Interstate. Received a \$50 credit on invoice.

COMMUNITY OUTREACH:

BINGO - 1st & 3rd Tuesdays @ 1pm and 2nd & 4th Thursdays at 7pm. Attendance is 20-30 people. Created a rule on minimum number of bingo sales, for bingo to be held. This gives guidance to the Cashier/Caller whether bingo is cancelled or not.

Medicare Open Enrollment - SHIINE (Senior Health Information & Insurance Education) volunteers assisted the public with Medicare plan comparisons during open enrollment October 15 – December 7, 2022, 3 days a week at JVCC.

FREE Blood Pressure Checks by Joy Schley, RN with Dakota Physical Therapy Home Care (4th Wednesdays of the month)

MEMBERSHIP:

Contacted 18 businesses to update 2023 membership cards

197 Current members; People come in each week and sign up for new membership So that is encouraging!

