

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

1. 10:00 AM Call to Order

Jan Quenzer called the February 9th, 2023 Community Services Advisory Board Meeting to order at 10:04am.

Members Present: Kristie Bitterman, Jordan Unterbrunner, Cole Morgan, Wendy Linke, Whitney Kroupa, Al Jacklin, Jan Quenzer

Members Absent: Tonya Klingaman

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Picket and Amy Hurt

2. Approval of the Agenda

Motion was made by Cole Morgan second by Jordan Unterbrunner to approve the agenda. All members present voting aye, motion carried.

3. Approve Minutes from Previous Meeting

Motion was made by Al Jacklin second by Cole Morgan to approve the last meeting minutes. All members present voting aye, motion carried.

4. Transit Asset Maintenance Plan

SD DOT accessed the Transit Asset Maintenance Plan which provides the goals and objectives of the maintenance program and establishes how we will meet such goals and objectives. The plan has been updated and we have an on-site inspection on February 23. Motion was made by Jan Quenzer, second by Whitney Kroupa to approve the Transit Asset Maintenance Plan. All members voting aye, motion carried.

5. New Buses

Two of the new buses that were ordered will be here this month and a third one will arrive in March. Instead of replacing three older buses, we will be keeping one as a back-up. The other two will be sold as surplus after the DOT releases them. The outside advertising on two of the buses has already been spoken for.

6. Transit At The Legislator

Jessica attended Transit Day at the Legislature in January. South Dakota Transit Directors discuss ways to fund the programs with the local legislators. Transit Provider Manuals were given to each legislator. The Governors Recommended Budget for fiscal year 2024 includes an increase of \$231,000 for SD Public Transportation.

7. Palace Transit Funding Amendment

The Palace Transit Funding Amendment added an additional \$66,142.27 in funding for operating and administrative costs. Future funds can be requested if needed. Mitchell City Council approved the amendment on Monday February 6th.

8. Transit Staffing

We are currently in the process of hiring a 30 hour and 19 hour transit bus driver. We also have two part-time van drivers, with one working on his CDL.

9. Nutrition Software

The Nutiriton program requires a yearly update to be done on each client. With the new software program, Capstone, we now need to update the income for each client. This had to be done in December and was given two weeks to complete. We were one of the few programs

that completed the update on time.

10. JVCC Lighting

The budget was approved to replace the lighting at the James Valley Community Center and we went through the procurement process. Bechen Electric came in with the lowest bid. They will start changing the light fixtures and bulbs next week. Any bulbs that are still good will go to the Corn Palace.

11. Department Reports and Updates

A. Adult Nutrition

Board members were given the December Nutrition report. We were up 722 meals to our projections for the fiscal year and down 161 meals compared to last year at the same time. We distributed 3824 second meals and 1754 Dine Card meals since June of 2022. The total eligible and non-eligible meals served for this fiscal year was 28,521.

B. Palace Transit

The year-to-date Ridership Report for November and December 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 is increasing along with the miles. With the increased ridership and the lack of drivers, we have had to decline rides for social rec. All youth transportation bus routes are full and can not accept any new riders.

C. Mitchell Volunteer Program

We currently have 225 volunteers enrolled in the MVP Program. The report given to the board members shows volunteer opportunities for December - February. Cole Morgan works with the James Valley Drug Court, and said he has clients that need to do Community Service if there are any volunteer opportunities.

D. James Valley Community Center

The JVCC Progress Report for December 2022 - January 2023 was given to the board members. The report shows activities that are going on at the James Valley Community Center. The report shows fundraisers and upcoming events. A future bus trip is in the works. We have hired Brody for the part-time janitor position at the James Valley Community Services.

12. Schedule Next Meeting

Jessica asked the board members if we could meet every other month, and they agreed. The next meeting will be Thursday, April 13th, 2023.

13. Adournment

The meeting was adjourned at 10:30am.