

Community Services Board Minutes
City Council Chambers, City Hall, 612 N. Main Street
April 13, 2023

1. Call to Order

No quorum

2. Roll Call

Members Present: Jordan Unterbrunner, Wendy Linke, Whitney Kroupa, and Al Jacklin

Members Absent: Jan Quenzer, Tonya Klingaman, and Jay Larson

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of the Agenda

No Quorum

4. Approve Minutes From Previous Meeting

No Quorum

5. Introductions

Introductions were done by the members present, and went over members that were not present.

6. Election of Officers

No Quorum - Add to next meeting agenda

7. Palace Transit Asset Inspection Report

The Palace Transit Asset Inspection was completed by the State DOT with few minor issues, which have all been resolved. The inspection review has been closed.

8. Palace Transit Vehicle Update

Transit is struggling with having enough buses for the drivers. We have not received the three buses that were ordered three years ago and the current buses have many issues. Both transit mini vans are broken down and would cost more to fix than what they are worth. Since both vans are no longer drivable, we had to eliminate the van driver position. Transit has had to deny rides do to having not enough buses.

9. Palace Transit Capital Grant

The members were given a copy of the 2024 Palace Transit Capital Grant, which was approved by the City of Mitchell City Council on March 6th, 2023. The grant request 2 more buses, 2 mini vans, office computers, garage cameras, bus outside cameras, tablets, cradle points, and lock boxes.

10. Palace Transit Operating Funds

Palace Transit was awarded \$2,200.70 in additional operating funds with no local match. The funds will be used to cover operational expenses for Palace Transit for the current fiscal year.

11. Palace Transit Operating Hours

Palace transit is planning on operating on Sundays from 7:00am-2:00pm starting June 4th, as long as we have driver availability. A notice will be posted when it is finalized.

12. Nutrition Desk Audit

The Adult Nutrition Program requires a Desk Audit every three years at our outlining sites. Parkston and Tripp are due this year by May 8th, 2023. The purpose of the Desk Audit is to

ensure that the program specific indicators are being met for the Older American's Act (OAA). Amy will be doing the inspections this month.

13. United Way Applications

United Way applications are due by May 26th for JVCC, Adult Nutrition, and MVP. We will be requesting \$10,000 for JVCC, \$5,000 for Adult Nutrition and \$5,000 for Mitchell Volunteer Programs. Next year we will also submit an application for Palace Transit.

14. Citizens Input

No citizens input

15. Department Reports and Updates

A. Palace Transit

The year-to-date Ridership Reports for January and February were 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 increased tremendously since last year.

B. Adult Nutrition

Board members were given the January, February, and March Nutrition reports. The meal counts are up to our projections. For the fiscal year we are up 468 meals to our projections. The Dine Card and the Second Meals have increased since the weather has been getting better.

C. Mitchell Volunteer Program

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

D. James Valley Community Center

The JVCC Progress Report for February - April 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 Spring Quilt Auctions is currently going on, and there is a bus trip planned for April 27th. The line dancing group has greatly increased in participants on Monday afternoons.

16. Schedule Next Meeting

The next meeting is scheduled for June 8th, but will not work for staff. The board was asked if June 1st or June 15th would work instead. Amy will send out an email and see what will work best in order to have a quorum.

17. Adjournment

No adjournment was done do to lack of a quorum.