

**Community Services Board Minutes**  
City Council Chambers, City Hall, 612 N. Main Street  
August 10, 2023

**1. Call To Order**

Jesica called the August 10th, 2023 Community Services Advisory Board Meeting to order at 10:09am.

**Members Present:** Jay Larson, Cole Morgan, & Al Jacklin

**Members Absent:** Wendy Linke, Sarah Beckstrom, Whitney Kroupa, Tanya Klingaman, & Jan Quenzer

**Ex-Officio Member Present:** John Doescher

**Staff Present:** Jessica Pickett and Amy Hurt

**2. Approval of the Agenda**

No Action Taken

**3. Approve Minutes From Previous Meeting**

No Action Taken

**4. Election of Officers**

Moved to the next meeting.

**5. Palace Transit Mileage Fee**

Palace Transit's current rate for going out of the city limits is \$2.50 a mile. It was proposed that we raise the rate to \$3.00 per mile outside of the city limits. The \$3.00 rate would be on top of the fee to ride. It was pointed out that people outside of the city limits do not pay city taxes, which supports the transit system, which is why mileage is associated with the ride. Motion was made by Jay Larson, second by Al Jacklin to approve increasing the out of city limits mileage fee to \$3.00. All members voting (including the members via electronically) aye, motion carried.

**6. SD DOT Section 5311 Grant Amendment**

The SD DOT Section 5311 Grant was amended and approved by City Council on July 17th, 2023. The agreement revisions include the period of performance and basis for subaward amount, and revise the federal match rate.

**7. Bus Advertising**

There are three new Palace Transit token advertisers; Little Learners bought 1,000 tokens, Home Instead 1,000 tokens, and Megan's Grooming in pending. The two new buses have Floor To Ceiling and Ace Hardware and the other one has Dakotaland and Crane Realty. The two new buses are not on the road yet due to internet parts back order.

**8. Palace Transit Coordination Plan**

The Palace Transit Coordination Plan is redone every 5 years with a yearly update. The 5th year update is done and was submitted on August 1st, 2023.

**9. Palace Transit Procurement Policy**

The State Legislature passed a New Procurement Threshold which started on July 1st, 2023. We updated our Community Services Procurement Policy to comply with the new threshold. The policy had three main changes; price comparison - less than \$4,000; micro purchases - \$4,000-\$49,000; simplified acquisition - \$50,000 and above. Motion was made by Jay Larson, second by Cole Morgan to update our Procurement Policy to these new thresholds. All members (including the members via electronically) voting aye, motion carried.

## **10. Nutrition Desk Audit**

The State requires an Adult Nutrition Desk Audit every three years on our outlining nutrition sites. Amy conducted an audit on the Parkston and Tripp Nutrition sites. Both audits were accepted by the state after fixing a few minor issues on Tripp's State Health Instruction. Tripps last State Health Inspection was 100%.

## **11. JVCC Rental Agreement**

The JVCC Rental Agreement has been updated to clarify previous issues that the agreement has had. The highlighted items on the agreement that was included in the packet shows the changes that were made. Motion was made by Jay Larson, second by Al Jacklin, to approve the updated JVCC Rental Agreement. All members (including the members via electronically) voting aye, motion carried.

## **12. Community Service Surplus Items**

Two buses and 3 vans have been released from the fleet and have been approved by City Council to be sold on Purple Wave. All bids end on August 22nd, 2023.

## **13. Citizens Input**

No citizens input

## **14. Department Reports & Updates**

### **A. Palace Transit**

The year-to-date Ridership Reports for March through June 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 is up compared to last year.

### **B. Adult Nutrition**

Board members were given the April, May, June, and July nutrition reports. The May report shows the end of the fiscal year. We were up 1130 meals to our projections. June started the next fiscal year.

### **C. Mitchell Volunteer Program**

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

### **D. James Valley Community Center**

The JVCC Progress Report was given from May through August to the board members. The report shows activities that are going on at the James Valley Community Center. The report is broken down by activities; Wednesday Wellness, fundraisers, community outreach and membership.

## **15. Schedule Next Meeting**

Next meeting is scheduled for Thursday October 12th, 2023

## **16. Adjournment**

Adjourned at 10:40am