



Community Services Board Minutes
City Council Chambers, City Hall, 612 N. Main Street
October 12, 2023

1. Call To Order

No quorum

Members Present: Jay Larson Jan Quenzer, Sarah Beckstrom, & Cole Morgan
Members Absent: Whitney Kroupa, Tonya Klingaman, Al Jacklin, & Wendy Linke
Ex-Officio Member Absent: John Doescher
Staff Present: Jessica Pickett and Amy Hurt

2. Approval of Agenda

No Quorum

3. Approve Minutes From Previous Meeting

No Quorum

4. Election of Officers

No Quorum - Add to next meeting agenda

5. Summer Bus Pass

A Summer Bus Pass Sales Report was given to the board members. The report shows sales for the last 5 years. Sales were down a little in 2023 compared to the last two years.

6. Palace Transit 5339 Funding

This agreement is to reissue the FY 21 SD DOT Section 5339 Agreement #812045 & #811946 funds that have not been used for new buses. The previous agreement was for an award period of 10/01/21-9/30/23. Due to the availability of stock from the manufacturer, we were unable to receive these vehicles that have been budgeted for the past 2 years. This agreement is a time extension of the previous agreement with a new expiration date of 9/3/2024. The Mitchell City council approved the reissue on October 2nd, 2023.

7. Palace Transit 5310 Funding

The SD DOT Section 5310 Grant Rolling Stock Agreement is to accept Palace Tansit's 5310 grant funding through the South Dakota Department of Transportation for two transit buses. This will replace two smaller aging buses that have high maintenance costs and do not meet our increasing ridership demands. The funds are to be expended by 9/30/2025. The Mitchell City Council approved the agreement on October 2nd, 2023.

8. Palace Transit 5311 Funding

The SD DOT Section 5311 and Title IIIB Grant Funds agreement is to accept Palace Transit's annual Administrative and Operating grant funding through the South Dakota Department of Transportation. The transit funding fiscal year runs from October 1st, 2023 through September 30th, 2024. The Mitchell City Council approved the agreement on October 2nd, 2023.

9. Nutrition Cost Report

The Cost Report for the Title III-C Nutrition for the reporting period of June 1, 2022 through May 31, 2023 was given to the board members. The report is an income and expense summary for that fiscal year and is utilized by the state to calculate meal reimbursements for each program.

10. Community Services Fees Resolution

The Community Services Fees Resolution is updated annually for all the Community Services Departments. Board members were given copies of the previous resolutions. Jessica went over the recommended changes with the board and asked if they thought there should be any other changes made.

11. Surplus

The list of items to be sold on Purple Wave or destroyed was given to the board members. The items were all approved by the Mitchell City Council on October 2nd, 2023. Within the next month, the listed items will either be sold on Purple Wave or destroyed.

12. United Way Funds

Board members were given copies of the Mitchell United Way award letters for JVCC, MVP, and Adult Nutrition for the 2024 fiscal year. The Adult Nutrition was awarded \$1000, the Mitchell Volunteer Program was awarded \$3000, and the James Valley Community Center was awarded \$7000.

13. Citizens Input

No citizens input

14. Department Reports & Updates

A. Palace Transit

The year-to-date Ridership Report for July, August, and September was given to the board members. The report breaks down the rides by special emphasis on elderly riders, handicap riders, school-age riders, and general public riders. The results are then compared to last year's rider results. We have greatly increased rides and miles. Fiscal Year 2023 ridership has increased compared to the 2018 Pre-COVID ridership.

B. Adult Nutrition

Board Members were given the August & September Nutrition reports. We are down 121 meals to our projections for the fiscal year and down 926 meals compared to last year at the same time. We have distributed 1941 second meals and 1185 Dine Card meals since June

2023. The total eligible and non-eligible meals served for this fiscal year is 15742. Coborns was not serving for about 5 weeks due to staffing shortages.

C. Mitchell Volunteer Program

We currently have 217 volunteers enrolled in the MVP Program. The report given to the board members shows volunteer opportunities for August - September. The volunteer list has currently been updated to take off deceased and relocated volunteers.

D. James Valley Community Center

The JVCC Progress Report for September - October 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. The Fall Bus Tour featuring Dakota History, Wine & a Farm Visit is going on today, with a full bus. The Healthy Cooking Classes on Wednesdays have had a great turn out, with full classes. Membership renewals will be going out in November with the newsletters.

15. Next Meeting

The next meeting will be Thursday December 14th, 10:00am at Cith Hall Council Chambers.

16. Adjournment

No adjournment was done due to lack of a quorum