



Community Services Board Agenda
City Council Chambers, City Hall, 612 N. Main Street
March 14, 2024

- 1. Call To Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approve Minutes From Previous Meeting**
- 5. Introductions**
- 6. Transit Capital Grant Application**
- 7. Bus Updates**
- 8. Transit Staff**
- 9. Transit Software**
- 10. Transit Rider Appeal**
- 11. Title III B Grant Update**
- 12. JVCC Building Update**
- 13. Citizens Input**
- 14. Department Reports and Updates**
 - A. Palace Transit**
 - B. Adult Nutrition**

C. Mitchell Volunteer Program

D. James Valley Community Center

15. Next Meeting

16. 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 Board
City Council Chambers, City Hall, 612 N. Main Street
January 11, 2024

1. Call To Order

Al Jacklin called the January 11th, 2024 Community Services Advisory Board Meeting to order at 10:04am.

2. Roll Call

Members Present: Cole Morgan, Sarah Beckstrom, Al Jacklin, Jan Quenzer, and Jay Larson (via phone)

Members Absent: Tonya Klingaman, Wendy Linke, and Whitney Kroupa

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of Agenda

A motion was made by Jan Quenzer second by Cole Morgan to approve the agenda. All members present voting aye, motion carried.

4. Approve Minutes From Previous Meeting

A motion was made by Sarah Beckstrom second by Jan Quenzer to approve the last meeting minutes. All members present voting aye, motion carried.

5. Election of Officers

The board was asked for volunteers for the Chairman and Vice-Chairman positions on the board. A motion was made by Jan Quenzer second by Al Jacklin to nominate Jay Larson as the Chairman of the Community Services Advisory Board. All members present voting aye, motion carried. Jay accepted the Chairman of the Board position. A motion was made by Jan Quenzer second by Al Jacklin to nominate Sarah Beckstrom as the Vice-Chairman of the Community Services Advisory Board. All members present voting aye, motion carried. Sara accepted the Vice-Chairman position. .

6. Palace Transit Capital Improvement Plan

Jessica was on the committee for the SD DOT Capital Improvement Plan. The Capital Investment Improvement Plan is a five-year plan and will be used by all transit agencies. The plan identifies the rolling stock needs, the facility needs, equipment needs, and the budgets for the needs. The plan was submitted to the state and approved.

7. Palace Transit 5311 Audit

The 5311 audit conducted in October 2023 was finalized by SD DOT. The audit did not have any errors, and showed that Palace Transit was compliant with all Federal and State regulations.

8. New Palace Transit Bus

One of the buses that was ordered three years ago is supposed to be here this month. The bus will be added to the fleet and will not replace a bus due to the increased ride volume & lack of spare bus ratio.

9. RTAP Conference

Jessica attended the Rural Transit Assistance Program (RTAP) Conference in December in South Carolina. She attended many useful seminars, with one being about Van-Pooling. This is something that we are working on with the State and the Chamber to start up in Mitchell utilizing additional grant funding.

10. Transit Coordination Plan

The Transit Coordination Plan is due for complete recreation this year to meet the needs of the community. Most Transit Agencies hire someone to do this for them. Jessica will be doing Palace Transits this year. She will be gathering information from the community, staff, and board.

11. Title III B Grant Funding

New this year to the Adult Nutrition Program is a Competitive Grant for Title III C1 and C2 meals. The applications are due by the end of the month. The application must include a Letter of Intent, Current Certificate of Insurance, confirmation of registration, most current 990, Conflict of Interest Policy, Accounting Policy, Travel Policy, Procurement Policy, Organizational Structure, Abuse, Neglect, and Exploitation Policy, and Grievance Policy. A motion was made by Sarah Beckstrom second by Cole Morgan to apply for the Nutrition Funding. All members present voting aye, motion carried.

12. Abuse, Neglect, & Exploitation Policy

We have constructed a new Abuse, Neglect & Exploitation Policy for the Adult Nutrition Program. Jessica asked for the board's approval of the policy. A motion was made by Jan Quenzer second by Sarah Beckstrom to approve the Abuse, Neglect & Exploitation Policy. All members present voting aye, motion carried.

13. Office Staff Changes

Due to the increased ridership of Police Transit, grant funding was used for a part-time dispatcher. Cori Goldammer accepted the position of Part-Time Transit & Activity Coordinator. Pam VanOverschild accepted the Part-Time Office Assistant.

14. Citizens Input

No citizens input to record

15. Department Reports & Updates

A. Palace Transit

The year-to-date Ridership Report for October and November 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 ridership results. We have increased both on rides and miles. The Palace Transit fiscal year starts in October and ends in September.

B. Adult Nutrition

Board members were given the November & December Nutrition reports. We are up 1186 meals to our projections for the fiscal year and up 674 meals compared to last year at this time. We have distributed 3,965 second meals & 2209 Dine Card meals since June. The total eligible & non-eligible meals served for this fiscal year is 27,300. The Adult Nutrition fiscal year runs from June to May. The total amount of donations that were given for the Seniors in Need Snowflakes was \$8,872.00.

C. Mitchell Volunteer Program

We currently have 215 volunteers enrolled in the MVP Program. The report given to the board members show the non-profits in the community that the volunteers helped with in October - December 2023.

D. James Valley Community Center

The JVCC Progress Report for November - December 2023 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Membership renewals for the James Valley Community Center are currently in progress.

16. Next Meeting

The next meeting will be Thursday March 14th, 10:00am at City Hall council Chambers.

17. Adjournment

The meeting was adjourned by Jay Larson at 10:33 am.

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2023 through September 30th, 2024
Month: December 2023

	Month End		Year to Date		Difference		
	2022	2023	2022	2023	Month End	Year to Date	
Elderly Riders	1,062	1,411	3,320	4,643	349	1,323	
General Public Riders	678	784	1,862	2,667	106	805	
Handicap Riders	1,596	1,833	5,864	6,250	237	386	
School - Age Riders	1,808	2,592	7,184	8,994	784	1,810	
Unduplicate							
59 & Under	56	52	479	612	(4)	133	
Elderly 60 & Over	46	36	227	258	(10)	31	
Total Rides	5,144	6,620	18,231	22,554	1,476	4,323	
Total Miles	12,517	15,629	41,059	51,730	3,112	10,671	
December 2023	Education	Employment	Medical	Nutrition	Same Day	Shopping	Social Rec
Trip Type	2,764	1,637	922	61	129	305	802

Prepared by: *Andrea Hamilton - Transit Operations Supervisor*

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2023 through September 30th, 2024
Month: January 2024

	Month End		Year to Date		Difference		
	2023	2024	2023	2024	Month End	Year to Date	
Elderly Riders	1,137	1,404	4,457	6,047	267	1,590	
General Public Riders	683	927	2,546	3,594	244	1,048	
Handicap Riders	2,054	2,229	7,918	8,479	175	561	
School - Age Riders	2,522	3,190	9,706	12,184	668	2,478	
Unduplicate							
59 & Under	64	59	543	671	(5)	128	
Elderly 60 & Over	30	52	257	310	22	53	
Total Rides	6,396	7,750	24,627	30,304	1,354	5,677	
Total Miles	14,391	18,194	55,450	69,924	3,803	14,474	
January 2024 Trip Type	Education	Employment	Medical	Nutrition	Same Day	Shopping	Social Rec
	3,435	1,926	1,030	62	177	235	885

Prepared by: *Andrea Hamilton - Transit Operations Supervisor*

June 2023 - May 2024 Eligible Nutrition Meals

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	1045	888	1020	85	1045	680	365
Tripp	4280	3426	5040	420	4280	3360	920
Parkston	9263	9610	14520	1210	9263	9680	-417
Cathedral Squares	3228	3593	5340	445	3329	3560	-332
Meadowlawn	1488	1534	2340	195	1541	1560	-72
Wesley Acres	2827	2991	4500	375	2827	3000	-173
JVCC/Dine Card	8628	7683	11520	960	9002	7680	948
Greenridge	1796	1678	2520	210	1796	1680	116
Total	32555	31403	46800	3900	33083	31200	1355
*No meals in June or July							
Site	January		Monthly Goal		Difference		
Mt.Vernon	161		85		76		
Tripp	389		420		-31		
Parkston	1114		1210		-96		
Cathedral Squares	397		445		-48		
Meadowlawn	177		195		-18		
Wesley Acres	380		375		5		
JVCC/Dine Card	1221		960		261		
Greenridge	230		210		20		
Total	4069		3900		169		
Eligible & Ineligible	4145						

June 2023 - May 2024 Eligible Nutrition Meals

Site	January		Last Year January	Year To Date		
County Fair Dine Ca	215		155	1796		
Coborns Dine Card	69		92	697		
JVCC Congregate	255		238	2149		
Blizzard Meals	4		0	4		
JVCC 2nd Meals	682		405	3989		
Wesley Acres 2nd	24		5	67		
Cath. Squares 2nd	4		0	151		
Meadowlawn 2nd	22		20	239		
Greenridge 2nd	0		0	25		
Total 2nd Meals	761		436	4726		
Eligible 2nd Meals	732		430	4471		
Ineligible 2nd Meal	29		9	254		
Greenridge Ineligib	0		18	0		
Cath. Squares Inelig	11		18	101		
JVCC Ineligible	44		15	374		
Meadowlawn	21		0	53		

June 2023 - May 2024 Eligible Nutrition Meals

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	1253	1074	1020	85	1253	765	488
Tripp	4836	3804	5040	420	4836	3780	1056
Parkston	10408	10628	14520	1210	10408	10890	-482
Cathedral Squares	3597	3964	5340	445	3716	4005	-408
Meadowlawn	1634	1714	2340	195	1705	1755	-121
Wesley Acres	3179	3321	4500	375	3179	3375	-196
JVCC/Dine Card	9960	8483	11520	960	10397	8640	1320
Greenridge	2058	1861	2520	210	2058	1890	168
Total	36925	34849	46800	3900	37552	35100	1825
*No meals in June or July							
Site	February		Monthly Goal		Difference		
Mt.Vernon	208		85		123		
Tripp	556		420		136		
Parkston	1145		1210		-65		
Cathedral Squares	369		445		-76		
Meadowlawn	146		195		-49		
Wesley Acres	352		375		-23		
JVCC/Dine Card	1332		960		372		
Greenridge	262		210		52		
Total	4370		3900		470		
Eligible & Ineligible	4469						

June 2023 - May 2024 Eligible Nutrition Meals

Site	February		Last Year February	Year To Date		
County Fair Dine Ca	185		149	1981		
Coborns Dine Card	106		120	803		
JVCC Congregate	313		196	2462		
Blizzard Meals	0		0	4		
JVCC 2nd Meals	728		335	4717		
Wesley Acres 2nd	0		0	67		
Cath. Squares 2nd	0		10	151		
Meadowlawn 2nd	20		33	259		
Greenridge 2nd	30		0	55		
Total 2nd Meals	831		408	5557		
Eligible 2nd Meals	778		378	5249		
Ineligible 2nd Meal	53		30	307		
Greenridge Ineligib	0		18	0		
Cath. Squares Inelig	18		22	119		
JVCC Ineligible	63		42	437		
Meadowlawn	18		0	71		

Mitchell Volunteer Program Report

Month: January – March 2024

1. Volunteers

Total Volunteers– 156

2. Stations:

Total Stations– 69

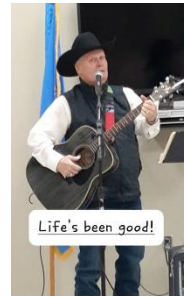
3. Volunteer Placements

1. Mitchell Volunteer Patrol
2. Abbott House
3. Safehouse
4. Corn Palace Ticket Takers
5. Regional Spelling Bee
6. Chamber Event Prep
7. The Caring Closet Pop-Up Closet
8. Lovefeast
9. JVCC
10. Nutrition
11. Mitchell Library
12. Mitchell Schools
13. Mitchell Chamber - Clerical
14. Meals on Wheels Daily
15. Salvation Army
16. Food Pantry
17. Avera Queen of Peace Hospital
18. Volunteers helping neighbors with home chores & care

Kim Burg, Activities Coordinator - Progress Report: Jan. – Feb. 2024

SPECIAL EVENTS/ACTIVITIES:

After Holiday “Cowboy Christmas” Party – Tuesday, January 9 @ 12:30 pm – We enjoyed entertainment by Brian Bergeleen and daughter Kasey of the Company Cowboys Band. Over 30 people Attended despite the snowy weather. We played a fun Boot Prize Swap Game where gift cards and JVCC meal packages were prizes along with white elephant gifts! We enjoyed hot chocolate and cookies. Thanks to volunteers JoAnn Streyle, Laurel Hartwig and Norma Shrank who helped with registration and 50/50 tickets. Dennis Thompson won the 50/50 drawing. Carol Mikuska won the quilt. JVCC members – No Charge/Guests \$3. Thanks to Firesteel, MANA & Farm Bureau Financial Services for being sponsors.



JVCC Valentine’s Program – We had a great turn-out for Mitchell Barbershop Harmony Chorus who performed for JVCC’s Valentine’s Day Program on Mon., Feb. 12th @ 11:15 am – JVCC Members (Free) & Guests (\$1 Daily Entrance) – Over 45 people ate meals that day.

Fine Arts Feature – Author Richard Skorupski from Frankfort, SD (near Redfield) gave the presentation “Storytelling & Self-Publishing” on Wed., Feb. 28th @ 11:15 am – JVCC Members (Free); Guests (\$1) – He has 5 novels and one short story collection extolling the positives of rural living in South Dakota. He was the featured author at the Arts & Education Building at the SD State Fair in 2023.

WEDNESDAY WELLNESS:

Senior Companions of SD - Wed., Jan 24 @ 11:15 am

Avera @ Home – Wed., Feb. 7 @ 10:30 am

FUNDRAISERS:

DANCES – Sunday, Feb. 11 with Roy King & The Rusty Buckets @ 3-5 PM; Doors Open at 2:30 PM; JVCC Members: \$8.00 Guests: \$10 - All Ages Welcome! JVCC, 300 West 1st Ave; Sunday, March 10th Same details.

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

ANNUAL QUILT RAFFLE – Tickets to be sold Nov. 1 through After-Holiday Party on Jan. 9, 2024 – \$382 Raised - Winner Carol Mikuska!

SPRING BUS TOUR COMING – Thurs., June 6 - Join JVCC on a one-day bus tour featuring Adams Homestead & Nature Preserve located at a SD State Park in North Sioux City, Antique Shopping in Sioux Falls, Wine Tasting (optional) at Cellar 54 in Sioux Falls! Only \$45 for JVCC members & \$55 for guests. Lunch & wine tasting not included. Registration/payment due May 23rd. Check availability after this date. Contact JVCC at (605) 995-8048 for details.

COMMUNITY OUTREACH:

Women In Blue Jeans Conference – Saturday, Feb. 24 @ Highland Conference Center, Mitchell; Kim hosted a JVCC booth of activities to showcase Wellness/Social activities; Women were interested in quilting, exercise classes, membership, bus trips, etc. Paid \$30 Vendor Fee

BINGO - 1st & 3rd Tuesdays @ 1pm and 2nd & 4th Thursdays at 7pm. Attendance is 20-30 people. **Evening bingo 6:30 pm Nov**

MANA – Host Mitchell Area Networking Association Meetings each month

FREE Blood Pressure Checks with Dakota Physical Therapy Home Care (4th Wednesdays of the month) – **Was on pause due to staffing. Will resume in March on the second Friday of each month from 11 am – noon.**

MEMBERSHIP: We continue to get new members each month.