



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

1. Call To Order

Jay Larson called the March 14th, 2024 Community Services Advisory Board Meeting to order at 10:01am.

2. Roll Call

Members Present: Al Jacklin, Kristi Bitterman, Jay Larson, Cole Morgan, and Jan Quenzer

Members Absent: Tonya Klingaman, Wendy Linke, and Sarah Beckstrom

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of Agenda

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

4. Approve Minutes From Previous Meeting

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

5. Introductions

Introductions were done by all board members since Kristi Bitterman joined the board. Kristi is replacing Whitney Kroupa who has resigned from the board.

6. Transit Capital Grant Application

Transit is submitting a Capital Grant Application utilizing the Capital Improvement Plan. The grant application is for a new bus, garage lighting, shop tools, software and office computers.

7. Bus Updates

We finally received the new bus for Palace Transit. The cameras, internet and equipment have been installed, and now we are just waiting for the advertising to be completed. No buses were released due to the high volume of rides. We currently have 13 buses in use.

8. Transit Staff

Two part-time drivers have been hired for Palace Transit. We are now looking for a full-time driver.

9. Transit Software

Palace Transit is currently working on a Request For Proposal (RFP) for new software. The current software that is being used does not meet all the needs of Palace Transit. The process follows the Procurement Policy steps. Palace Transit hopes to have the program in place by the 1st of August. The existing contract with Shah Software goes through September 30th. The grant for software has already been awarded.

10. Transit Rider Appeal

An appeal was presented to the board from a passenger whose behavior had resulted in the suspension of all rides by Palace Transit permanently. The passenger asked in writing for a reconsideration of her suspension with Palace Transit. The board was given documentation of the issues with the passenger. The documents include the three warnings and the permanent suspension. A motion was made by Jan Quenzer second by Cole Morgan to allow the passenger to ride again on a 90-day probation period as long as she pays the fares owed before riding. All members present voting aye, motion carried.

11. Title III B Grant Update

The Mitchell Adult Nutrition Program received notice that they have been approved for the Title III C Funding for the 2024/2025 fiscal year. The Title III C funding had a new application process, which opened it up to a competitive grant for the upcoming fiscal year. The state is still finalizing the numbers and then will get us the contract to sign.

12. JVCC Building Update

The James Valley Community Center has had several updates to the building since the beginning of the year. The exterior lighting has been replaced, the entrance roof replaced due to hail damage, and flashing was put on around the exterior to eliminate water coming in. The retaining wall on the north/west side of the building had holes drilled into it to prevent flooding in the building. The bingo flash board has died and can't be fixed.

13. Citizens Input

No citizens input to record.

14. Department Reports and Updates

A. Palace Transit

The year-to-date Ridership Report for December and January 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. The ridership has increased on both rides and miles.

B. Adult Nutrition

Board members were given the January & February Nutrition Reports. We are up 1825 meals to our projections for the fiscal year and up 2,076 meals compared to last year at this time. We

have distributed 5,557 second meals & 2,794 Dine Card meals since June 2023. The total eligible & non-eligible meals served for this fiscal year is 37,552. Overtime in Parkston has been sold, and the new owner is going to continue with the Adult Nutrition Program.

C. Mitchell Volunteer Program

We currently have 156 volunteers enrolled in the MVP Program. The report given to the board members shows the non-profits in the community that the volunteers helped with in January - March 2024.

D. James Valley Community Center

The JVCC Progress Report for January - February 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Kim hosted a JVCC booth at the Women in Blue Jeans Conference.

15. Next Meeting

The next meeting will be Thursday May 9th, 10:00am at City Hall Council Chambers.

16. Adournment

The meeting was adjourned by Jay Larson at 10:40am.