



**Community Services Board Agenda**  
City Council Chambers, City Hall, 612 N. Main Street  
July 11, 2024

- 1. Call To Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval Minutes From Previous Meeting**
- 5. Introductions**
- 6. Palace Transit Audit**
- 7. Palace Transit Holiday Hours**
- 8. Transit Software Update**
- 9. Transit Statistical Report**
- 10. Transit Mini Vans**
- 11. Procurement Policy**
- 12. United Way Funding**
- 13. City Budgets**
- 14. Flood Update**
- 15. JVCC Bingo Update**

**16. Citizens Input**

**17. Department Reports and Updates**

**A. Palace Transit**

**B. Adult Nutrition**

**C. Mitchell Volunteer Program**

**D. James Valley Community Center**

**18. Next Meeting**

**19. Adjournment**

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  
May 9, 2024

**1. Call To Order**

Jay Larson called the May 9th, 2024 Community Services Advisory Board Meeting to order at 10:00am.

**2. Roll Call**

**Members Present:** Jay Larson, Wendy Linke, Cole Morgan, Sarah Beckstrom, Kristi Bitterman, Al Jacklin, and Jan Quenzer

**Members Absent:** Tonya Klingaman

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

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

**3. Approval of Agenda**

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

**5. Emergency Preparedness**

Jessica attended the South Dakota Health Care Coalition Meeting with other health care providers. They discussed ways to prepare the community for any disaster. Jessica shared how we could help with Palace Transit and the Adult Nutrition Program. The process would have to start with a MOU with health care providers in the community.

**6. Transit Software Procurement**

Palace Transit has been approved for the Dispatch Software Procurement process. We have received the grant for the software, and the budget has been approved. The process will be a Micro Purchase, so we can start to collect bids for the Transit Software Program. The Independent Cost Estimate (ICE) was used to compare software programs that suit our operation. If the lowest bid does not meet our needs, then the RFP process will be used.

**7. Transit 5311 Grant Application**

The Transit 5311 grant covers operating and administrative expenses. This year the process is

all done online using Black Cat. The grant is due by June 3rd, which is sooner than normal. Motions was made by Al Jacklin second by Kristi Bitterman for approval to apply for the 5311 Grant. All members present voting aye, motion carried.

### **8. Title III B Update**

The Title III B funds are used by the Adult Nutrition Program and Palace Transit. The Older American Act (OAA) final rule compliance will be out October 25th, 2024, which will include new prioritizations.

### **9. New Hires**

Palace Transit is now close to being fully staffed. The full-time, 30-hour, and two part-time driver's positions have been filled. We have also hired a part-time Nutrition Site Coordinator for Cathedral Squares. Palace Transit has been able to go back to pre-COVID hours.

### **10. United Way Agency Presentation**

This year United Way has chosen the Mitchell Volunteer Program (MVP) for an agency interview. The interview is scheduled for May 22nd at DWU. Every year they pick different agencies to interview.

### **11. Nutrition Amendment**

The current Adult Nutrition contract was going to be around \$15,000 short if our counts stayed on the current path. We applied for an amendment to the contract and, \$14,998.84 was awarded to get us through the fiscal year.

### **12. Nutrition Contract**

We received the contract for the Adult Nutrition Program today, and it shows we were awarded \$303,459.20 for the upcoming fiscal year. This is an increase of approximately 11 cents per meal. The upcoming fiscal year will run from June 1st, 2024 to September 30th, 2025, and after that it will run from October to September.

### **13. Nutrition Meeting**

Jessica attended the Adult Nutrition Provider Meeting in Sioux Falls a couple of weeks ago. This is the first one since 2019. They discussed the LTSS Rate Study which suggests a \$3.50 meal rate reimbursement for all sites. The average cost of a meal is \$8.00-\$9.00. Other changes to the contract were also discussed. It was suggested that they get a lobbyist to represent them and push for the 6 million dollars needed to provide full compensation for the meals. A grant would be used to fund the lobbyist. Another discussion point was where the unused contract money goes when the projections were not met.

### **14. Nutrition Audit**

A Subrecipient Monitoring Desk Review of the Adult Nutrition Program records for June 1st, 2023-March 31st, 2024 was conducted by the state. There were no findings during their audit.

### **15. Parkston Nutrition Site**

At the last meeting, the board members were told that there were going to be new owners of the Overtime restaurant in Parkston, and they were still going to continue to do the Adult Nutrition Program. That did not happen and there were some days in April when meals were not provided in Parkston until they could find a new cook. They are now back to serving five days a week.

#### **16. JVCC Bingo Board**

The flash board for bingo is not repairable, and was taken down. The bingo computer is temporarily hooked to the TV until we can purchase a new bingo computer. JVCC has \$890.77 in reserve funds and the cost of the computer would be \$2,861.35. We will have to ask for supplemental funds from City Council to purchase the computer. We are in the process of getting quotes for a TV or a projector. Motion was made by Sarah Beckstrom second by Al Jacklin for approval to ask City Council for a Supplemental Appropriation. All members present voting aye, motion carried.

#### **17. Citizens Input**

No citizens input to record.

#### **18. Department Reports and Updates**

##### **A. Palace Transit**

The year-to-date Ridership Report for February and March 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 March and April Nutrition Reports. We are up 2,068 meals to our projections for the fiscal year and up 1,792 meals compared to last year at this time. We have distributed 6,671 second meals and 3,438 Dine Card meals since June 2023. The total of eligible & non-eligible meals served for this fiscal year is 45,763 meals.

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

We currently have 157 volunteers enrolled in the Mitchell Volunteer Program. The report given to board members shows the non-profits in the community that the volunteers helped with in March and April. We are always looking for more volunteers and volunteer opportunities.

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

The JVCC Progress Report for March - April 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Jessica has been doing some landscaping around the building to spruce things up. The Spring Bus Tour is coming up on June 6th where they are going to the SD State Park in North Sioux City to tour the Adams Homestead & Nature Preserve, along with antique shopping and wine tasting in Sioux Falls. JVCC members held a Mayoral Candidates' Forum on April 24th, with JP Skelly moderating the event and Ruby Pattison was the timer.

There were more than 150 people in attendance for the debate.

**19. Next Meeting**

The next meeting will be Thursday, July 11th, 10:00am at City Hall Council Chambers.

**20. Adjournment**

The meeting was adjourned by Jay Larson at 10:31am.



Department of Transportation  
Division of Finance & Management  
Office of Air, Rail & Transit

700 East Broadway Avenue  
Pierre, South Dakota 57501-2586  
OFFICE: 605/773-3574  
FAX: 605/773-2804

**DEPARTMENT OF  
TRANSPORTATION**

5/10/2024

Palace Transit  
Jessica Pickett  
300 W 1<sup>st</sup> Ave.  
Mitchell, SD 57301

Dear Ms. Pickett,

This letter is to inform you that the 5311-audit conducted for the month of March 2024 was finalized by SDDOT. No errors were found for this reporting month. We appreciate your efforts to ensure your agency is compliant with Federal and State regulations.

If you have any questions, you can contact me at 605-773-3014 or [Terri.Geigle@state.sd.us](mailto:Terri.Geigle@state.sd.us)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Terri Geigle'.

Terri Geigle  
Transportation Specialist

# Transit Holiday Hours

Discussing whether or not to just be open all holidays or closed all holidays.

- Holidays we are open we are having to schedule many full time drivers and 2 dispatchers resulting in holiday pay and time and half holiday worked pay which is not budgeted for.
- Holidays are too busy for passengers to call only the cell phone.
- When using the office phone on holidays, passengers are not understanding why we are answering but can't take their reservations.
- Red token holidays aren't getting paid with red tokens.
- By being closed all holidays we would save in our payroll budget and would only be taking away transportation on Juneteenth and Veteran's Day.

## Holidays

Holidays with limited or suspended services:

- New Year's Day - No Services {No School}
- Martin Luther King Day - No Services {Avera Medical Group Open} {No School}
- President's Day - No Services {Avera Medical Group Open} {No School}
- Memorial Day - No Services {No School}
- Juneteenth - Office Closed, Limited Bus Operations (Red Token Rides) {Avera Medical Group Open} {No School}
- Independence Day - No Services {No School}
- Labor Day - No Services {No School}
- Native American Day - No Services {Avera Medical Group Open} {No School}
- Veterans Day - Office Closed, Limited Bus Operations (Red Token Rides) {Avera Medical Group Open} {No School}
- Thanksgiving Day - No Services {No School}
- Christmas Eve - Services close at noon {No School}
- Christmas Day - No Services {No School}

**Note:** Service hours and holiday schedules are subject to change. On holidays when buses are operating and the office is closed, please contact the after hours phone number at 605-999-8440. Ride reservations for the day following a holiday must be made with the office the day before the holiday.

## Palace Transit-Mitchell, South Dakota



**Address:** 300 West 1<sup>st</sup> Ave. Mitchell, SD 57301  
**Phone:** (605) 995-8440  
**Contact:** Jessica Pickett  
**Email:** jpickett@cityofmitchell.org  
**Website:** cityofmitchell.org

### System Characteristics

**Service Type:** Demand Response  
**Service Hours:** (M-F) 5:30 a.m. - 6:00 p.m.  
 (Sat.) 7:00 a.m.- 4:00 p.m.  
 (Sun.) 7:00 a.m. - 2:00 p.m.  
**Fare Structure:** \$2-\$3 per one-way trip  
**Service Area:** City of Mitchell

### Ridership Characteristics

<b>Elderly</b>	15,423
<b>Disabled</b>	23,555
<b>Youth</b>	33,098
<b>Public</b>	<u>10,084</u>
<b>Total</b>	82,160

### Ride Type

Medical	10,976
Employment	20,612
Nutrition	915
Social	16,163
Education	29,991
Shopping	3,503
<u>Other</u>	<u>0</u>
<b>Total</b>	<b>82,160</b>

### Funding and Expenditures

<b>Section 5311</b>	\$ 526,397
<b>Section 5311 Capital</b>	\$ 9,080
<b>Revenue</b>	\$ 281,650
<b>Local Match</b>	\$ 235,126
<b>Title III-B Funds**</b>	<u>\$ 19,697</u>
<b>Total</b>	<b>\$1,071,950</b>

**State Funds\*\*** \$ 47,059

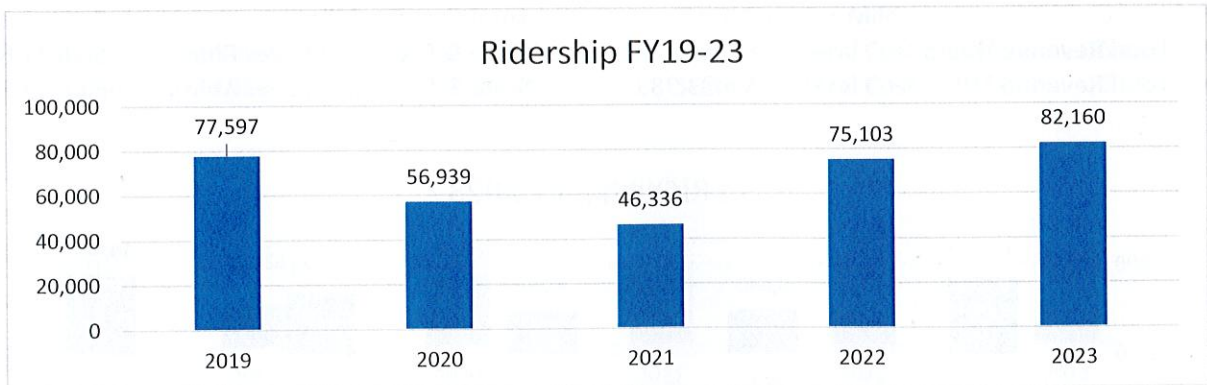
**Total Cost Per Ride** \$ 13.05

**Total Cost Per Mile** \$ 6.49

**State & Federal Cost Per Ride** \$ 7.33

**State & Federal Cost per Mile** \$ 3.65

**Total Revenue Hours** 18,312  
**Total Revenue Miles** 165,085



\*\* State and Federal Cost per ride/mile is Section 5311, Title III-B Funds and State Funds together divided by rides/miles.

# *Procurement Policy*



## **Community Services Department** **City of Mitchell, SD**

## Introduction

The City of Mitchell Community Services Department receives funding from the Federal Government and the State, as well as other agencies. Local government contributors include city and county governments. Therefore, the City of Mitchell Community Services Department adopts procurement policies and procedures that are consistent with Federal regulations and the laws of South Dakota. These procedures apply to all procurements irrespective of the source of the funds. Specific requirements for procurements funded by the Federal Transit Administration (FTA) may also be identified.

The purpose of these policies is to set forth the procurement methods and establish standards for obtaining goods and services, equipment, including construction, professional, and Architectural/Engineering (“A/E”) services necessary for the operation of the City of Mitchell Community Services Department. This policy is to be used in conjunction with the SDDOT Subrecipient Manual Procurement Section along with the provided documents and Procurement Fact Sheet that can be found on the [SDDOT Transit Webpage](#) under forms and Polices. The manual and documents will provide detailed information regarding the requirements and process. [2 CFR 200.319\(d\)](#)

The City of Mitchell Community Services Department will adhere to the below stated procurement standards.

The procurement policies are designed to address the following for the City of Mitchell Community Services Department:

1. Instill public confidence in the procurement process of subrecipient.
2. Ensure fair and equitable treatment for all vendors who seek to do business with a grant subrecipient.
3. Ensure maximum open and free competition in the expenditure of public funds.
4. Provide the safeguards to maintain a procurement system of quality and integrity.
5. Conflict of Interest - no employee, officer, or agent can participate in the selection of contract if he or she has a conflict of interest. [2 CFR 200.319 \(b\)](#)
6. Gratuities, kickbacks, and contingent fees: No member of the groups listed under conflict-of-interest section shall solicit, demand, or accept from any person, contractor, potential contractor, or potential subcontractors, anything of a monetary value, including gifts, gratuities, favors, etc.; except when the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.
7. Contracts must include procedures that avoid unnecessary work or unnecessary purchases of supplies.
8. Subrecipients must have written procurement polices addressing requirements, standard of conduct, and processes. [2 CFR 300.318 \(c\)\(1\) & \(2\)](#)

The procurement process is ongoing throughout the fiscal year. During the budget process, the needs are identified for all goods that will be procured during the upcoming fiscal year of January 1 through December 31.

## Delegations

Except as otherwise provided in these procedures, all rights, powers, duties, and authorities relating to the procurement of supplies, equipment, services, and construction are vested in the City of Mitchell Community Services Department or a designee.

1. The City of Mitchell Community Services Department Head is specifically authorized to delegate approval authority to a designee.
2. The City of Mitchell Community Services Department Head is specifically authorized to execute approval authorized at any level.
3. The City of Mitchell Community Services Department Head is specifically authorized to execute approvals delegated to a designee.

## Responsibilities

The City of Mitchell Community Services Department Head has authority to authorize contract actions. **Whenever the term “City of Mitchell Community Services Department Head” appears in this document, the term shall also include authorized designee(s).** (The authority of the designees varies significantly depending on the value and type of procurement action.)

The City of Mitchell Community Services Department Head is responsible for updating these procurement procedures on an as-needed basis.

The City of Mitchell Community Services Department Head shall be authorized to enter administer and terminate contracts. However, the City of Mitchell Community Services Department Head may bind the City of Mitchell Community Services Department only to the extent of the contracting authority delegated to the City of Mitchell Community Services Department.

The City of Mitchell Community Services Department Head shall ensure a clear and accurate specification/scope of work is developed for all procurements.

The City of Mitchell Community Services Department Head shall not enter into a contract unless all applicable requirements of Federal law, Federal regulations and circulars, South Dakota law, and all other applicable City of Mitchell Community Services Department procedures (including approvals) have been met.

The City of Mitchell Community Services Department Head shall ensure contractors receive impartial, fair, and equitable treatment in accordance with the policies specified per State and Federal rules and regulations.

The City of Mitchell Community Services Department Head or his/her designee shall be the primary employee to determine that contract prices are fair and reasonable prior to signing the contract or any changes thereto.

The City of Mitchell Community Services Department Head shall not make any purchases or enter into any contracts for an amount which exceeds his or her specifically delegated authority.

The City of Mitchell Community Services Department Head and/or his/her designee is responsible for soliciting bids and proposals; for serving as the chairperson of pre-bid and pre-proposal conferences, qualification hearings and proposal evaluation meetings; for conducting contract negotiation sessions; for managing the non-technical aspects of post-award contract administration including negotiation of modifications, claims, and supplemental agreements.

The City of Mitchell Community Services Department Head and/or his/her designee is also responsible for such tasks as writing, preparing, and assembling contract documents; obtaining necessary pre-solicitation

approvals; advertising Request For Proposals (RFP) and Invitation For Bid (IFB), issuing amendments, obtaining post-bid opening approvals for award, conducting investigations of the proposed contractor's past performance, conducting consultant selection meetings for negotiated contracts and conducting negotiations, monitor the contractor's performance, and managing termination for default or convenience procedures whenever the need arises.

Normally, the City of Mitchell Community Services Department Head approves or disapproves the technical acceptability and timeliness of the work completed and the invoices submitted by the contractor for payment.

The City of Mitchell Community Services Department Head shall ensure sufficient unencumbered funds are available for each contract.

The City of Mitchell Community Services Department Head is also the person to whom reports of warranted equipment malfunctions, failures, or any problems with the contractor's performance are submitted, pursuant to the specific authority granted by the user department manager. The City of Mitchell Mayor becomes involved when and if the lapse constitutes a breach of contractor's civil or contractual responsibility.

Should the contractor fail to respond in a timely or adequate manner to rectify any problem, the City of Mitchell Community Services Department Head will take necessary action to enforce the City of Mitchell's rights under the contract. This may include withholding payment, imposing liquidated damages [FTA C 4220.1F IV.2.b.\(6\)\(b\) 1](#), negotiation and recommending a settlement, terminating the contractor for default, or referring the matter for legal action.

The City of Mitchell Community Services Department Head is responsible for the administration of the procurement, which includes obtaining the required approval, if necessary, before initiating the procurement process.

Upon completion of the procurement process, a document requesting the vendor to supply the good or service, such as a purchase order and/or contract agreement must be issued by the City of Mitchell Community Services Department Head prior to the execution of any contract, notice-to-proceed, or initiation of work.

## Submittal Requirement

The City of Mitchell Community Services Department Head and/or his/her designee is responsible for submitting the required information stated below pertaining to a simplified acquisition procurement to SDDOT Transit staff for review prior to soliciting procurement.

SDDOT requires the following from subrecipients for simplified acquisition procurements.

Prior to solicitation, the subrecipient is required to submit to SDDOT Transit staff for review and approval the following:

1. Independent Cost Estimate (Also required when using off SDDOT Retainer List)
2. Preliminary specifications
3. Simplified acquisition procurement packet (Also required when using off SDDOT Retainer List)
4. RFP Evaluation Checklist
5. Award documentation

Prior to award, the subrecipient is required to submit to SDDOT Transit staff for review and approval the following (Also required when using off SDDOT Retainer List):

1. Completed procurement checklist documenting process up to the award.
2. Summary of bids\proposals.
3. Signed certifications and clauses.
4. Recommendation of award.
5. Documentation of responsiveness and responsibility.
6. Price reasonableness analysis.
7. Price Analysis or Cost Analysis
8. Disadvantage Business Enterprise (DBE) forms – the only documentation there would be is if a DBE vendor has been identified for the project.
9. Plans (For construction projects)

## Standards of Conduct

There will be uniform and equitable application of the Standards of Conduct of the City of Mitchell Community Services Department involving all activities associated with the procurement of goods and services. This section defines responsibility to identify and prevent a real or apparent conflict of interest. [2 CFR 300.318 \(c\)\(1\)](#) and [2 CFR 300.318 \(c\)\(2\)](#)

## Conflict of Interest

The City of Mitchell Community Services Department will have a conflict-of-interest policies to ensure the following groups shall not participate in or attempt to use their official position to influence any purchasing decisions in which they, or persons related to them, have a financial interest:

1. The employee, officer, agent, or board member.
2. Any member of his/her immediate family.
3. His or her partner; or
4. An organization that employs, or is about to employ, any of the above.
5. Organizational conflicts of interest. An organizational conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable or potentially unable, to render impartial assistance or advice to the City of Mitchell Community Services Department; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage.

Members of the groups listed under conflict-of-interest section shall be subject to the conflict-of-interest laws of South Dakota. Anyone who violates the standards of the law shall be subject to penalties, sanctions, or other disciplinary actions provided for therein. [2CFR 200.319 \(b\)](#)

## Gratuities, Kickbacks, and Contingent Fees

No member of the groups listed under conflict-of-interest section shall solicit, demand, or accept from any person, contractor, potential contractor, or potential subcontractors, anything of a monetary value, including gifts, gratuities, favors, etc.; except when the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Mitchell, including possible dismissal.

## Confidential Information

No member of the groups listed under conflict-of-interest section shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to them by blood, marriage, or by common commercial or financial interest. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Mitchell, including possible dismissal.

## Organizational Conflict of Interest

Each entity that enters a contract with the City of Mitchell Community Services Department is required, prior to entering such contract, to inform the City of Mitchell Community Services Department of any real or apparent organizational conflict of interest. Such organizational conflict of interest exists when the nature of the work to be performed under a contract may, without some restriction on future activities result in an unfair competitive advantage to the contractor or may impact the contractor's objectivity in performing the contract work.

## Purchasing Policies

### Equal Employment Opportunity/Affirmative Action

All procurement documents issued by the City of Mitchell Community Services Department require all interested vendors to certify:

1. The vendor does not discriminate against any employee, or applicant for employment, because of race, religion, sex, age, creed, color, disability, or national origin.
2. The vendor is compliant with all Executive Orders and Federal, State, and local laws regarding fair employment practices and non-discrimination in employment; and
3. The the vendor agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

### Disadvantaged Business Enterprise

The City of Mitchell Community Services Department has determined that disadvantaged business enterprises, as defined in [DBE regulations 49 CFR Part 26](#) shall have the opportunity to compete fairly for contracts financed in whole or in part with Federal funds. Accordingly, all the City of Mitchell Community Services Department procurements funded with Federal funds may include, as appropriate, the use of DBE participation for the procurement of all classes of goods and services, as set forth in the City of Mitchell Community Services Department Disadvantaged Business Enterprise (DBE) program.

### Open Competition Required

The City of Mitchell Community Services Department will conduct all procurement transactions in a manner providing full and open competition.

### Federal Clauses and Certifications

Keep in mind that all procurement methods could require some or all the Federal clauses and certifications. Check the most current Federal clauses and certifications required each time you conduct procurement.

The Federal clauses and certifications are updated every year in October and can be found on the [FTA Clause Matrix September 2023](#) from the Third Party Procurement FAQ page. National RTAP has a web app [ProcurementPRO](#) that uses the project information to determine and list the required Federal clauses and certifications that must be included in the procurement documentation.

### Buy America

The City of Mitchell Community Services Department will ensure the Buy America requirements for all the materials the contractor or bidder/proposer use are compliant with this requirement by including the Buy America Federal Clause in the specifications to be signed by the bidders/proposers. Refer to the SDDOT Subrecipient Manual Procurement for guidance.

### Davis Bacon

The City of Mitchell Community Services Department will ensure the Davis Bacon requirements are included in procurement and monitored throughout the project completion. Refer to the SDDOT Subrecipient Manual Procurement for guidance.

### Procurement Process

Refer to the SDDOT Subrecipient Manual Procurement section for the detailed process, requirements, tools to conduct a procurement.

### South Dakota Thresholds

Note the South Dakota thresholds are more restrictive than the federal established thresholds. South Dakota Subrecipients must adhere to the below listed South Dakota procurement thresholds.

<b>Price Comparison</b>	Purchases less than \$4,000	Obtain prices to determine price can be proven as fair and reasonable.
<b>Micro Purchases</b>	Purchases between \$4,000 and \$49,999	Require three quotes from three different vendors, when possible, to determine the best value and price.
<b>Simplified Acquisition</b>	Purchases that exceed \$50,000	Contracts or purchases for supplies or services must be advertised for bids. Requires an ICE prior to solicitation.
<b>Simplified Acquisition</b>	Professional Services \$50,000  (Consultants, CPA, Insurance Broker\Agent, etc.)	Contracts or purchases for supplies or services must be advertised for proposals. Requires an ICE prior to solicitation.

## Disadvantaged Business Enterprises (DBE)

SDDOT aspires construction projects to have DBE participation through race neutral measures. This means there is no goal on the project. For the DBE contracted work to be counted towards the transit overall DBE goal the entity must be a SDDOT certified DBE.

Through race neutral measures on a contract, entities are required to solicitate DBEs, and each bidder is encouraged to use DBE Contractors; however, no bidder will be required to furnish good faith efforts documentation.

[DBE regulations 49 CFR Part 26](#)

## Protest Procedures

[Section 200.318\(k\) of Title 2, Code of Federal Regulations](#), and the Common Grant Rules assign responsibility to the Recipient, in accordance with the good administrative practice and sound business judgment, for resolving all contractual and administrative issues arising out of their third-party procurements, including, but not limited to, source evaluation, protests, disputes, and claims. FTA will not substitute its judgment for that of the recipient unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

The recipient must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward.

In conformance with FTA Circular 4220.1F, the recipient shall in all instances disclose information regarding any protests to FTA and expeditiously notifying FTA of any protests when applicable. [FTA C 4220.1F Ch. VII, \(1\)\(a\)\(2\)\(a\)](#). All protest decisions must be in writing. [FTA C 4220.1F Ch. VII, \(1\)\(a\)\(1\)](#).

Any "Interested Party," as defined in [FTA Circular 4220.1F](#), who is aggrieved in connection with the solicitation or award of a contract associated with the FTA grant may protest to the City of Mitchell Community Services Department Head, 300 W 1<sup>st</sup> Ave, Mitchell, SD 57301. For an email address contact the office by phone (605) 995-8440. The protest shall be submitted in writing within ten (10) business days after such aggrieved interested party knows, or should have known, of the facts giving rise thereto. Protests received after the ten-business-day period shall not be considered. The written protest shall include, as a minimum, the following:

- A. The name and address of the protestor.
- B. Appropriate identification of the procurement by bid, RFP, or award number.
- C. A statement of the reasons for the protest; and,
- D. Any available exhibits, evidence or documents substantiating the protest.

Recipient will respond, in detail, to each substantive issue raised in the protest by protestor. The City of Mitchell Community Services Department Head has the authority to make a final determination on the protest. The City of Mitchell Community Services Department Head determination will be final. A request for reconsideration of the decision regarding the protest may be allowed by the City of Mitchell Community Services Department Head if data becomes available that was not previously known, or

there has been an error of law or regulation. FTA will only entertain a protest that alleges the City of Mitchell Community Services Department failed to follow the City of Mitchell Community Services Department protest procedures, and the protest must be filed in accordance with [FTA Circular 4220.1F](#).

## Contract Administration

Refer to FTA Best Practices Procurement and SDDOT Subrecipient Manual Procurement section, and [2CFR 200.318\(b\)](#) for details based on the procurement and contract type. It is required to retain the information indicated in the SDDOT Procurement History form as applicable in the procurement file according to retention requirements.

## Documentation of Procurement History

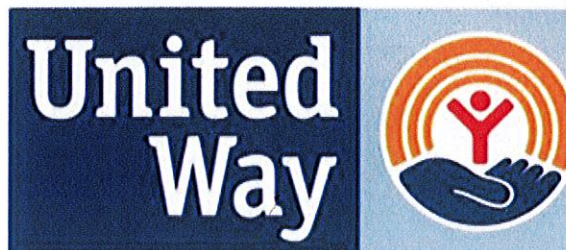
The City of Mitchell Community Services Department will maintain a list of bidders\proposers. [2CFR 200.318\(i\)](#)

## File Retention

The subrecipient is responsible to abide by the file retention requirements for procurement activity. See the SDDOT Subrecipient Manual Procurement section or further guidance.

June 24, 2024

Jessica Pickett  
Director  
James Valley Community Center  
300 W 1<sup>st</sup> Avenue  
Mitchell SD 57301



## MITCHELL UNITED WAY

Dear Jessica,

We are pleased to inform you that Mitchell United Way has committed to supporting James Valley Community Center for the upcoming year. After careful consideration and review of your valuable contributions to our community, we are excited to share that we will be providing funding in the amount of \$7000.00 to support your initiatives and programs.

Distributions will be:

- April 1, 2025
- July 1, 2025
- October 1, 2025
- December 1, 2025

We deeply appreciate the work that you and your team do every day to make a difference in the lives of those in our community. It is through partnerships with dedicated agencies like yours that we can achieve our collective goal of ensuring that everyone in Mitchell has access to the resources and support they need.

You will receive an official funding agreement by December 31st. At that time we ask that you review, sign, and return. It will include any changes or amendments needed to the amount if we do not meet our campaign goal this year.

If you have any questions or need further information, please do not hesitate to contact Ashley Hobbs at 605-996-3915 or [ashley@mitchellunitedway.org](mailto:ashley@mitchellunitedway.org). We look forward to continuing our collaboration and seeing the positive impact of your work in the community.

Thank you for your unwavering commitment and service.

Warm regards,



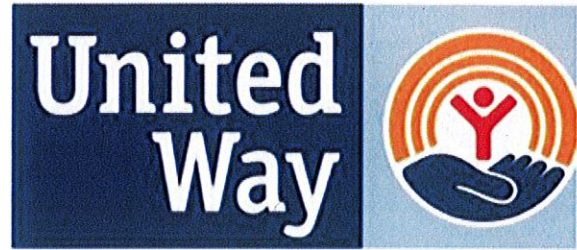
Ashley M. Hobbs  
Executive Director  
Mitchell United Way  
605-996-3915

PO Box 729  
605-996-3915

Website: [www.mitchellunitedway.org](http://www.mitchellunitedway.org)  
Email: [admin@mitchellunitedway.org](mailto:admin@mitchellunitedway.org)

June 24, 2024

Jessica Pickett  
Director  
Mitchell Volunteer Program (MVP)  
300 W 1<sup>st</sup> Avenue  
Mitchell SD 47301



## MITCHELL UNITED WAY

Dear Jessica,

We are pleased to inform you that Mitchell United Way has committed to supporting Mitchell Volunteer Program (MVP) for the upcoming year. After careful consideration and review of your valuable contributions to our community, we are excited to share that we will be providing funding in the amount of \$3000.00 to support your initiatives and programs.

Distributions will be:

- April 1, 2025
- July 1, 2025
- October 1, 2025
- December 1, 2025



We deeply appreciate the work that you and your team do every day to make a difference in the lives of those in our community. It is through partnerships with dedicated agencies like yours that we can achieve our collective goal of ensuring that everyone in Mitchell has access to the resources and support they need.

You will receive an official funding agreement by December 31st. At that time, we ask that you review, sign, and return. It will include any changes or amendments needed to the amount if we do not meet our campaign goal this year.

If you have any questions or need further information, please do not hesitate to contact Ashley Hobbs at 605-996-3915 or [ashley@mitchellunitedway.org](mailto:ashley@mitchellunitedway.org). We look forward to continuing our collaboration and seeing the positive impact of your work in the community.

Thank you for your unwavering commitment and service.

Warm regards,

A handwritten signature in black ink, appearing to read "Ashley Hobbs".

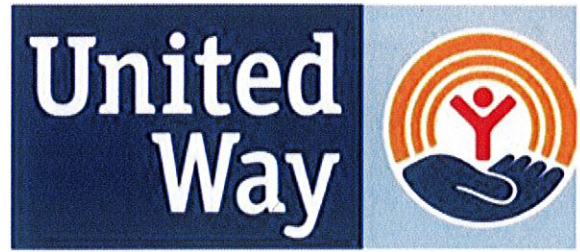
Ashley M. Hobbs  
Executive Director  
Mitchell United Way  
605-996-3915

PO Box 729

605-996-3915

Website: [www.mitchellunitedway.org](http://www.mitchellunitedway.org)

Email: [admin@mitchellunitedway.org](mailto:admin@mitchellunitedway.org)



## MITCHELL UNITED WAY

June 24, 2024

Jessica Pickett  
Director  
Adult Nutrition  
300 W 1<sup>st</sup> Avenue  
Mitchell SD 57301

Dear Jessica,

We are pleased to inform you that Mitchell United Way has committed to supporting Adult Nutrition for the upcoming year. After careful consideration and review of your valuable contributions to our community, we are excited to share that we will be providing funding in the amount of \$1000.00 to support your initiatives and programs.

Distributions will be:

- April 1, 2025
- July 1, 2025
- October 1, 2025
- December 1, 2025

We deeply appreciate the work that you and your team do every day to make a difference in the lives of those in our community. It is through partnerships with dedicated agencies like yours that we can achieve our collective goal of ensuring that everyone in Mitchell has access to the resources and support they need.

You will receive an official funding agreement by December 31st. At that time we ask that you review, sign, and return. It will include any changes or amendments needed to the amount if we do not meet our campaign goal this year.

If you have any questions or need further information, please do not hesitate to contact Ashley Hobbs at 605-996-3915 or [ashley@mitchellunitedway.org](mailto:ashley@mitchellunitedway.org). We look forward to continuing our collaboration and seeing the positive impact of your work in the community.

Thank you for your unwavering commitment and service.

Warm regards,

Ashley M. Hobbs  
Executive Director  
Mitchell United Way  
605-996-3915

PO Box 729  
605-996-3915

Website: [www.mitchellunitedway.org](http://www.mitchellunitedway.org)  
Email: [admin@mitchellunitedway.org](mailto:admin@mitchellunitedway.org)

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

	Month End		Year to Date		Difference		
	2023	2024	2023	2024	Month End	Year to Date	
<b>Elderly Riders</b>	1,371	1,531	8,214	10,335	160	2,121	
<b>General Public Riders</b>	696	1,000	4,870	6,312	304	1,442	
<b>Handicap Riders</b>	2,139	2,264	14,468	15,123	125	655	
<b>School - Age Riders</b>	2,554	3,349	17,999	21,669	795	3,670	
<b>Unduplicate</b>							
<b>59 &amp; Under</b>	15	38	643	790	23	147	
<b>Elderly 60 &amp; Over</b>	17	27	326	377	10	51	
<b>Total Rides</b>	6,760	8,144	45,551	53,439	1,384	7,888	
<b>Total Miles</b>	15,865	18,019	103,457	122,823	2,154	19,366	
<b>April 2024 Trip Type</b>	<b>Education</b>	<b>Employment</b>	<b>Medical</b>	<b>Nutrition</b>	<b>Same Day</b>	<b>Shopping</b>	<b>Social Rec</b>
	3,556	1,894	1,014	63	125	204	1,288

Prepared by: *Andrea Hamilton - Transit Operations Supervisor*

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

	Month End		Year to Date		Difference		
	2023	2024	2023	2024	Month End	Year to Date	
<b>Elderly Riders</b>	1,447	1,428	9,661	11,763	(19)	2,102	
<b>General Public Riders</b>	786	972	5,656	7,284	186	1,628	
<b>Handicap Riders</b>	2,068	1,764	16,536	16,887	(304)	351	
<b>School - Age Riders</b>	2,818	2,696	20,817	24,365	(122)	3,548	
<b>Unduplicate</b>							
<b>59 &amp; Under</b>	35	37	678	827	2	149	
<b>Elderly 60 &amp; Over</b>	15	24	341	401	9	60	
<b>Total Rides</b>	7,119	6,860	52,670	60,299	(259)	7,629	
<b>Total Miles</b>	14,882	15,565	118,339	138,388	683	20,049	
<b>Trip Type</b>	<b>Education</b>	<b>Employment</b>	<b>Medical</b>	<b>Nutrition</b>	<b>Same Day</b>	<b>Shopping</b>	<b>Social Rec</b>
	1,976	1,581	906	68	117	250	1,962

Prepared by: *Andrea Hamilton - Transit Operations Supervisor*

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

	Month End		Year to Date		Difference		
	2023	2024	2023	2024	Month End	Year to Date	
<b>Elderly Riders</b>	1,369	1,396	11,030	13,159	27	2,129	
<b>General Public Riders</b>	1,219	1,088	6,875	8,372	(131)	1,497	
<b>Handicap Riders</b>	1,627	1,413	18,163	18,300	(214)	137	
<b>School - Age Riders</b>	3,923	3,392	24,740	27,757	(531)	3,017	
<b>Unduplicate</b>							
<b>59 &amp; Under</b>	57	51	735	878	(6)	143	
<b>Elderly 60 &amp; Over</b>	20	18	361	419	(2)	58	
<b>Total Rides</b>	8,138	7,289	60,808	67,588	(849)	6,780	
<b>Total Miles</b>	15,360	14,659	133,699	153,047	(701)	19,348	
<b>June 2024 Trip Type</b>	<b>Education</b>	<b>Employment</b>	<b>Medical</b>	<b>Nutrition</b>	<b>Same Day</b>	<b>Shopping</b>	<b>Social Rec</b>
	260	1,407	1,023	50	204	201	4,144

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	1766	1717	1020	85	1766	1020	746
Tripp	6617	5416	5040	420	6617	5040	1577
Parkston	13391	14099	14520	1210	13391	14520	-1129
Cathedral Squares	4777	5281	5340	445	5015	5340	-563
Meadowlawn	2235	2311	2340	195	2361	2340	-105
Wesley Acres	4279	4407	4500	375	4279	4500	-221
JVCC/Dine Card	13349	11811	11520	960	13918	11520	1829
Greenridge	2785	2528	2520	210	2785	2520	265
<b>Total</b>	<b>49199</b>	<b>47570</b>	<b>46800</b>	<b>3900</b>	<b>50132</b>	<b>46800</b>	<b>2399</b>
*No meals in June or July							
<b>Site</b>	<b>May</b>		<b>Monthly Goal</b>		<b>Difference</b>		
Mt.Vernon	110		85		25		
Tripp	673		420		253		
Parkston	1128		1210		-82		
Cathedral Squares	392		445		-53		
Meadowlawn	202		195		7		
Wesley Acres	342		375		-33		
JVCC/Dine Card	1154		960		194		
Greenridge	230		210		20		
<b>Total</b>	<b>4231</b>		<b>3900</b>		<b>331</b>		
Eligible & Ineligible	<b>4369</b>						

## June 2023 - May 2024 Eligible Nutrition Meals

Site	May	Last Year May	Year To Date
County Fair Dine Card	237	253	2628
Coborns Dine Card	143	125	1190
JVCC Congregate	270	278	3307
Blizzard Meals	0	0	4
JVCC 2nd Meals	504	567	6227
Wesley Acres 2nd	0	0	67
Cath. Squares 2nd	4	0	155
Meadowlawn 2nd	14	28	319
Greenridge 2nd	7	8	91
Total 2nd Meals	596	595	7267
Eligible 2nd Meals	529	595	6859
Ineligible 2nd Meals	67	0	407
Greenridge Ineligible	0	0	0
Cath. Squares Ineligible	44	12	238
JVCC Ineligible	79	13	569
Meadowlawn Ineligible	15	0	126

## June 2024 - September 2025 Eligible Nutrition Meals

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	0	0	2800	175	0	175	-175
Tripp	728	559	8900	556	728	556	172
Parkston	388	1123	18600	1162	388	1162	-774
Cathedral Squares	324	441	6400	400	362	400	-76
Meadowlawn	205	246	3000	187	222	187	18
Wesley Acres	331	346	5800	363	331	363	-32
JVCC/Dine Card	1234	885	17000	1063	1273	1063	171
Greenridge	202	213	3500	219	202	219	-17
<b>Total</b>	<b>3412</b>	<b>3813</b>	<b>66000</b>	<b>4125</b>	<b>3506</b>	<b>4125</b>	<b>-713</b>
*No meals in June or July							
Site	June		Monthly Goal		Difference		
Mt.Vernon	0		175		-175		
Tripp	728		556		172		
Parkston	388		1162		-774		
Cathedral Squares	324		400		-76		
Meadowlawn	205		187		18		
Wesley Acres	331		363		-32		
JVCC/Dine Card	1234		1063		171		
Greenridge	202		219		-17		
<b>Total</b>	<b>3412</b>		<b>4125</b>		<b>-713</b>		
Eligible & Ineligible	<b>3506</b>						

## June 2024 - September 2025 Eligible Nutrition Meals

Site	June	Last Year June	Year To Date
County Fair Dine Card	245	175	245
Coborns Dine Card	173	162	173
JVCC Congregate	229	215	229
Blizzard Meals	0	0	0
JVCC 2nd Meals	587	333	587
Wesley Acres 2nd	0	10	0
Cath. Squares 2nd	9	20	9
Meadowlawn 2nd	28	62	28
Greenridge 2nd	9	0	9
Total 2nd Meals	668	450	668
Eligible 2nd Meals	633	425	633
Ineligible 2nd Meals	35	25	35
Greenridge Ineligible	0	0	0
Cath. Squares Ineligible	38	13	38
JVCC Ineligible	39	36	39
Meadowlawn Ineligible	17	0	17

# Mitchell Volunteer Program Report

**Month: May – July 2024**

**1. Volunteers**

Total Volunteers– 158

**2. Stations:**

Total Stations– 69

**3. Volunteer Placements**

1. Mitchell Volunteer Patrol
2. Abbott House
3. Safehouse
4. Mitchell Middle School – Back-to-School Packets
5. Chamber Event Prep & Mailings
6. The Caring Closet Pop-Up Closet
7. CASA
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 & Hospice
18. Volunteers helping neighbors with home chores & care

## Kim Burg, Activities Coordinator - Progress Report: May – June 2024

### SPECIAL EVENTS/ACTIVITIES:

**JVCC 8-Ball Double's Pool Tournament** - We had a great turn-out for our Singles Double Elimination Pool Tournament with 16 participants. 1st: Larry Stunes (center) 2nd: Ralph Riggert (right) 3rd: Dave Buchmann (left). What a fun event!



**Horseshoes & Bean Bags** – Monday, June 24 – Due to the heat advisory, we moved our event inside and threw bean bags. We will save horseshoes for another time for an outdoor event. Participants enjoyed playing something different. They played as teams and prizes were awarded. Good exercise, as well!

### WEDNESDAY WELLNESS:

**Wednesday, May 1<sup>st</sup>** - Courtney Ditter, Davison County Veteran Service Officer share information on services available to Veterans and family members.

**Wednesday May 22<sup>nd</sup>** - Mike Baker, Photographer & Bird Enthusiast gave a “Birdwatching Program” – He talked about the benefits including relaxation, concentration & enjoying nature! We had an excellent attendance!

**Porch Pot Demonstration June 5<sup>th</sup>** - Deanell Backland & Vickie Traupel from the Mitchell Area Garden Club shared their expertise during their Porch Pot Demonstration. Great turnout!

### FUNDRAISERS:

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

**AFGHAN** – Silent Auction Ended – Raised \$85 - Afghan donated by Margaret Blewett's neighbor

**BINGO** – 1<sup>st</sup> & 3<sup>rd</sup> Tuesday/2<sup>nd</sup> & 4<sup>th</sup> Thursday

**SPRING BUS TOUR** – We took our Spring Bus Tour on June 6 to North Sioux City to Adams Homestead & Nature Preserve. We ate lunch at a 50's/60's Diner in Elk Point & then back to Tea to I-29 Antiques & Collectibles Mall. Due to a power outage, we were not able to do Wine Tasting at Cellar 54 in Sioux Falls. People enjoyed the trip very much!

### COMMUNITY OUTREACH:

**SD Art Conference** – June 7-8 @ Sioux Falls Washington Pavilion; Kim attended to get art & entertainment contacts & event ideas; Kim paid for \$110 Registration & her own travel/lodging expenses

**BINGO - New Bingo Equipment** - Bingo Computer stopped working 5/9. Submitted to City Council 5/15. Approved @ City Council 5/20. Screen Purchased 5/21. Screen hung on wall 5/23. Bingo Computer ordered 5/21 through Watertown Wholesale for Bingo King Equipment. Arrived 6/24. Gave out prizes & free daubers at bingo on 6/27 Evening Bingo & 7/2 Day Bingo.

**Pool Table** – Members donated funds to purchase a used pool table

**MANA** – Host Mitchell Area Networking Association Meetings each month

**DWU Day of Service** - Thank you, Dakota Wesleyan University for sprucing up the exterior & interior of JVCC during DWU Day of Service, April 30<sup>th</sup>. Students, faculty & staff fanned out across the Mitchell community performing service projects.

**FREE Blood Pressure Checks Resumed** with Dakota Physical Therapy Home Care – Was on pause due to staffing. Now held on the second Friday of each month from 11 am – noon.

### MEMBERSHIP:

**Membership** - Prorated beginning July 1 – Cut in half (\$20 for Singles & \$40 of couples)