



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

**1. Call To Order**

Jay Larson called the July 11th, 2024 Community Services Advisory Board Meeting to order at 10:00am.

**2. Roll Call**

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

**Members Absent:** None

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

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

**3. Approval of Agenda**

A motion was made by Jan Quenzer second by Kristi Bitterman to approve that agenda. All members present voting aye motion carried.

**4. Approval Minutes From Previous Meeting**

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

**5. Introductions**

Introductions were done by all board members, introducing themselves to new board member Penny Virchow.

**6. Palace Transit Audit**

The Palace Transit 5311 audit conducted for the month of March 2024 was finalized by SDDOT. There were no findings, and showed that we are in compliance with Federal and State regulations.

**7. Palace Transit Holiday Hours**

The city observed holiday list was provided for the board members along with the Palace Transit Holiday Hours. Juneteenth and Veterans Day are two holidays that Palace Transit still provides rides at the \$3.00 rate. In order to provide rides on those two holidays, we have to use full-time drivers at a rate of 2 1/2 times their hourly rate, which is not budgeted for. The board was asked to consider being closed all holidays, which includes Juneteenth and

Veterans Day. The board discussed the pros and cons of being closed those two holidays. Al Jacklin made the motion to close on all holidays, including Juneteenth and Veterans Day. Motion failed due to no second. Motion was made by Kristi Bitterman second by Jay Larson to leave the two holidays as is and provide rides those days. Five members present voted aye and three members present voted no, motion carried.

### **8. Transit Software Update**

Palace Transit is in the works of getting a new software program. The program is being developed by Spare Platform, which will include an App to schedule rides. The goal is to have the new software up and going by August before school starts. The new software will route the most efficient way to run the routes.

### **9. Transit Statistical Report**

The 2023 Transit Statistical Report was given to the board members. The report shows the service hours, ridership characteristics, ride type and the funding and expenditures. The report also shows the ridership comparison for FY19-23, with 2023 having the most rides.

### **10. Transit Mini Vans**

The City Council approved the purchase of two used minivans from the Federal Surplus. This only used half of the grant funding allowed for the purchase of the vans. Radios, equipment, and possibly advertising are needed before we can start using them.

### **11. Procurement Policy**

The board members were provided with an updated copy of our Procurement Policy. The DOT is required to update the Procurement Policy to comply with new regulations and thresholds. This was originally due on July 10th, but was given a two-day extension to present it to the board. Motion was made by Kristi Bitterman second by Al Jacklin to approve the updated Procurement Policy. All members present voting aye, motion carried.

### **12. United Way Funding**

United Way funds were awarded for three of our programs. The Nutrition Program received \$1,000, MVP received \$3,000, and JVCC received \$7,000 in United Way funding.

### **13. City Budgets**

Jessica is currently working on the City Budgets, and asked the board if there is any items they thought we needed to add to the budget. She budgeted for a bike rack, table tennis/ping pong table, Wi-Fi for the JVCC, and Transit grant funded items. We will also have to budget the increased salaries for Juneteenth and Veterans Day. It was suggested that we think about raising the dues of the JVCC and the meal donation amounts to keep up with inflation.

### **14. Flood Update**

During the flood, Palace Transit was used to evacuate people from a flooded area and take them to the Rec Center. The only damage the James Valley Community Center was water in Jessica's office.

## **15. JVCC Bingo Update**

The new bingo equipment is installed and is working great. We have had bingo twice, and it all worked great. A new TV was installed to display the bingo numbers and a new computer and program was installed. For the first two bingo events, extra prizes were given out.

## **16. Citizens Input**

Jay Larson invited everyone to attend the Harvet Festival on September 14th and 15h. There was no other citizen input to record.

## **17. Department Reports and Updates**

### **A. Palace Transit**

The year-to-date Ridership Report for April, May, and June 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. For the fiscal year we are up on rides and miles.

### **B. Adult Nutrition**

Board members were given the May and June Nutrition Reports. The May report was the end of our fiscal year, and showed that we served 49,199 eligible meals and 50,132 total meals.

We are up 1,629 meals from last year and up 2,399 meals to our original projections. June meals are down due to the Parkston site being closed for a while.

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

We currently have 158 volunteers enrolled in the Mitchell Volunteer Program. The report given to the board members shows the non-profits in the community that the volunteers helped with in May and June.

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

The JVCC Progress Report for May-June 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Wellness Wednesday with Mike Baker on Bird Watching was a hit.

## **18. Next Meeting**

The next meeting will be Thursday, September 12th, 10:00am at City Hall Council Chambers.

## **19. Adjournment**

The meeting was adjourned by Jay Larson at 10:51am.