



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

1. Call to Order

Sarah Beckstrom called the November 14th, 2024 Community Services Advisory Board Meeting to order at 10:00am.

Roll Call

Members Present: Penny Virchow, Wendy Linke, Cole Morgan, Sarah Beckstrom, Kristi Bitterman, & Jay Larson (late)

Members Absent: Al Jacklin and Jan Quenzer

Ex-Officio Members Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

2. Approval of the Agenda

A motion was made by Kristi Bitterman second by Wendy Linke to approve the agenda. All members present voting aye, motion carried.

3. Approve Minutes from Previous Meeting

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

4. DOT 5339 Grant

The DOT awarded Palace Transit the 5339 Infrastructure Investment and Jobs Act Grant. It included shop tools, computers, dispatch software, and tires. The grant award was approved by the Mitchell City Council. The performance period runs from 10/01/2024 to 09/30/2026.

5. Fiscal Year 2025 5311 Funding

The 5311 Grant provides funds for Administrative Expenses and Operating Expenses for Palace Transit. The grant started October 1st, 2024, but on October 21st Jessica received an email from the State DOT stating that the FTA was unable to approve our grant application before the fiscal year-end shutdown. It stated that as soon as they receive grant approval, they will promptly send out funding agreements. Another letter indicated that after TrAMs opens back up, the FTA would work to expedite the funding. The FTA confirmed that South Dakota's 5311 application was received on time, however lapsing funds took precedence in processing applications.

6. Capital Improvement Plan

Transit utilizes the information in the Capital Improvement Plan to identify upcoming needs, such as rolling stock, facilities, & equipment. The information is also used to help with budgets & grant applications.

7. Transit Coordination Plan Update

An update on the Transit Coordination Plan for 2024 was given to the members. The Coordination Plan shows the goals completed in FY24, new goals for FY25, changes to any plans, and any goals not met in FY24. A motion was made by Jay Larson second by Kristi Bitterman to approve the update to the Transit Coordination Plan. All members present voting aye, motion carried.

8. Nutrition Site Assessments

The South Dakota Department of Human Services did a site assessment at Wesley Acres and Greenridge in March 2024. At Greenridge, they noticed the clients taking the meals to their rooms. This is not allowed in a Congregate Program, meals are to be eaten in a group setting. We sent a letter to the sites stating meals have to be consumed in the Community Room. We have also ordered non-disposable trays to send to Greenridge and Meadowlawn, which will be picked up when done each day.

9. Parkston Meal Site

We are in search of a new cater for the Congregate Meals served in Parkston. Jessica attended the Parkston City Council Meeting to request help in getting the program going again. The council was going to reach out to the school district and see if they would be willing to work with us. We were serving anywhere from 1200 to 1800 meals in Parkston, which shows there is a great need for the program. Tripp has been picking up a few clients until we can find a solution.

10. Citizens Input

Kristi Bitterman inquired if a rider has been banned from riding Palace Transit, how long does that last? Jessica explained each situation is different but generally not longer than a year. Wendy Linke from Avera expressed some concerns about the new Palace Transit software. She said their clients are waiting too long for a return ride from their appointments. Jessica said all return rides should be scheduled in order not to have a long wait.

11. Department Reports and Updates

A. Palace Transit

The year-to-date Ridership Report for August & 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. Palace Transit is currently for the year up on rides and miles.

B. Adult Nutrition

Board members were given the September and October Nutrition Reports. For this fiscal year we are down compared to last year and to projection. Meals counts are down due to

Parksaton closing their meal site. The goal for the Senior Snowflake Program this year is \$8,160.00, which is 2,040 meals. Amy will be putting up snowflakes this week.

C. Mitchell Volunteer Program

We currently have 161 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 September and October.

D. James Valley Community Center

The JVCC Progress Report for September–October 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Some of the events include the Fall Bus Tour, JVCC Halloween Party, a 6-Week Chronic Disease Workshop, and a Public Information Meeting with the South Dakota Attorney General, Marty Jackley on the November ballot issues. Membership renewals are being done for the upcoming year.

12. Schedule Next Meeting

The next meeting will be Thursday, January 9th, 2025 at 10:00am at City Hall Council Chambers.

13. Adjournment

The meeting was adjourned by Sarah Beckstrom at 10:25am.