



Community Services Board
City Council Chambers, City Hall, 612 N. Main Street
May 8, 2025

1. Call To Order

No Quorum

2. Roll Call

Members Present: Jay Larson, Cole Morgan, Kristi Bitterman, and Sarah Beckstrom

Members Absent: Penny Virchow, Wendy Linke, Jan Quenzer, and Al Jacklin

ExpOfficio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of the Agenda

No Quorum

4. Approve Minutes from Previous Meeting

No Quorum

5. Palace Transit Asset Inspection Report 2025

SD DOT staff visited Palace Transit in Mitchell on February 6th, 2025 to perform onsite inspections. Palace Transit passed inspections of the buses, garage, and drive-up window.

6. Transit Rider Appeal

Harley Johnson was declined transportation due to incidents that occurred in 2021. Since that time, her behavior has improved. An appeal was made by her mom to give her another chance. Due to a lack of a quorum, we could not vote on the appeal. We will contact the board members about doing a special vote either by email or phone.

7. Transit Capital Grant Application

The Transit Capital Grant Application was approved by Mitchell City Council on March 17th, 2025. The grant application was for \$741,800.

8. Transit 5311 Tittle IIIB Grant Application

The Transit 5311 Title IIIB Grant Application was approved by Mitchell City Council on April 21st, 2025. The grant application is for \$1,537,902.90, which is used for operating and administrative expenses for elderly services provided by Palace Transit.

9. Transit Day at the Capital

Jessica attended Transit Day at the Capital on January 29th, 2025. Transit directors got a chance to talk with the legislators on any transit issues.

10. New Staff

New hires are Jordon Sehnert as the Palace Transit Operations Supervisor, Betty Anderson as the part-time JVCC Coordinator, part-time bus operators, and part-time Nutrition Site Coordinators.

11. Palace Transit Operator Manual

The Palace Transit Operator Manual has been updated and given to all the drivers. The policy goes over operator requirements, training, policies, inspections, end of shift duties, passenger operating guidelines, disorderly passengers, and service animals.

12. Palace Transit Brochure

The Palace Transit Brochure was updated with QR Codes for the Palace Transit App, and the pictures have been updated.

13. Parkston Nutrition Update

Due to the Parkston Adult Nutrition Site closure, and no options for another site, the State has approved our request to remove Parkston as a site. In the future, if a site is found, we will reopen the program in Parkston. Clients have been going to Tripp or Mitchell for meals.

14. Potential New Nutrition Site

The state has approached us about taking on an Adult Nutrition Site in Canistota. We have contacted the owners and expressed our interest in opening a site there.

15. Nutrition Application 2025-2026

The 2025-2026 Nutrition Application was submitted and approved by Mitchell City Council on March 17th, 2025. We have projected to serve 72,000 meals, which would include taking over the home-delivered meals in Mitchell.

16. JVCC Food Safety Inspection

The JVCC Food Safety Inspection was done on February 2nd, 2025. We received a 100% with no issues found.

17. JVCC Bingo Callers

The James Valley Community Center is looking for volunteers for bingo on the 1st and 3rd Tuesday and 2nd and 4th Thursday of every month. They are in need of bingo callers and cashiers. The board members were asked to get the word out.

18. Red Cross Shelter Agreement

The James Valley Community Center, along with the Corn Palace, and Mitchell Rec Center,

were approved on March 17th by the Mitchell City Council as a Red Cross Shelter.

19. Mitchell Coalition on Aging

The Mitchell Coalition on Aging is a new networking group that works with the elderly in the community. The meetings will be held on the 2nd Thursday of every month. Jessica attended the first meeting on May 2nd.

20. JVCC Quilt

The JVCC Quilters were brought a quilt to finish that was purchased at a sale. The quilt ended up with a very interesting story that Office Assistant Pam VanOverschelde found by researching the name on the quilt. She tracked down the family of the women that started the quilt. With the unique story about the quilt and the woman, the Mitchell Daily Republic published a great story. The story ended up being published in Miami and Beverly Hills.

21. United Way Applications

The 2025-2026 United Way Applications for Adult Nutrition, Mitchell Volunteer Program, and the James Valley Community Center have been submitted. Copies of the application were given to the board members.

22. Citizens Input

No citizens input to record.

23. Department Reports & Updates

A. Palace Transit

The year-to-date Ridership Report for December, January, 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 reports also break down the education, employment, medical, nutrition, shopping, social/recreational, and same-day rides.

B. Adult Nutrition

Board members were given the January, February, and March Nutrition Reports. For this fiscal year we are down to last year and to projection. Meal counts are down due to the closing of the Parkston site. The Second Meal Program and the Dine Card have both seen an increase in the last few months.

C. Mitchell Volunteer Program - MVP

We currently have 129 volunteers in the Mitchell Volunteer Program. The report given to the board members shows the non-profits in the community that the volunteers helped in January through April.

D. James Valley Community Center - JVCC

The JVCC Activity Calenders for January through May were given to the board members to

show the activities that have been going on. A few activities coming up are game day, pool tournament, and a bus tour.

24. Next Meeting

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

25. Adjournment

No adjournment was done due to lack of a quorum.