



Community Services Board  
City Council Chambers, City Hall, 612 N. Main Street  
September 11, 2025

**1. Call To Order**

Jay Larson called the September 11th, 2025, Community Services Advisory Board Meeting to order at 10:00am.

**2. Roll Call**

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

**Members Absent:** Al Jacklin and Cole Morgan

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

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

**3. Approval of the Agenda**

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

**4. Approve Minutes from Previous Meeting**

A motion was made by Jay Larson second by Jan Quenzer to approve the January 2025 meeting minutes. All members present voting aye, motion carried. Due to no quorum at the May meeting, there was a summary of what was discussed, and no approval is needed.

**5. Transit Program Review**

The tri-annual Palace Transit Program Review was done on September 10, 2025. The state looks at the financials, administration, management, personnel, bus facility, buses, and the procurement. The final results will be sent out later this month.

**6. Jefferson Lines**

Jefferson Lines is a bus line that goes through South Dakota from east to west and north to south. Palace Transit is now a Ticket Provider for Jefferson Lines, with a percentage of all sales going to Palace Transit.

**7. Transit Rider Appeal Update**

The Transit Rider Appeal that was discussed at our last meeting, passed on an email vote, and the rider has been riding with no issues.

## **8. New Hires**

We have hired Tyson Sprinkel as a full-time bus driver and Tyson Patton as a part-time bus driver. The part-time office position has also been filled by Shirley Tschetter. Shirley is multilingual, and is able to help out with our Spanish-speaking clients.

## **9. Nutrition Subrecipient Monitoring Desk Review**

A Subrecipient Monitoring Desk Review of the City of Mitchell Adult Nutrition Program records for January–June 2025 was conducted by the state. The state looks at the operational and financial condition of the program. There were no findings for this review.

## **10. Adult Nutrition Program Supplement Provisions**

The final provisions have not come out yet, but one of the main changes will be a limit of 10 meals per person a week. This will include the Congregate Meals, Dine Card Meals, and the Second Meals.

## **11. Adult Nutrition Contract**

The 2025/2026 Adult Nutrition Contract dollar amount has been decreased for this year, and we were told there would not be funds for amendments. We have received the award amount, but not the actual contract. Jessica has been in contact with many legislators to help increase the funding for the Adult Nutrition Programs. She has attended the Tripp City Council Meeting, Parkston City Council Meeting, and the Hutchinson County Meeting, to ask for funding assistance with any shortfalls in funding,

## **12. Adult Nutrition Suggested Contribution**

Board members were given the Congregate Meal Rates from all across South Dakota. We currently have the lowest rates in the state for congregate eligible and ineligible meals. With the cost of food and the decrease in the contract amount, it was suggested that we raise the meal rates, which led to a lengthy discussion. A motion was made by Jan Quenzer second by Sarah Beckstrom to raise the eligible meal contribution to \$5.00 and the ineligible meal cost to \$10.00. The members present voting were 3 yes and 3 no, motion failed. A motion was made by Penny Virchow second by Kristi Bitterman to raise the eligible meal contribution rate to \$5.00 and the ineligible meal cost to \$8.00. Five of the six members present voting aye, motion carried. The meal increase recommendation will now go to the Mitchell City Council on Monday, October 6th, 2025.

## **13. Cathedral Squares Nutrition Site**

Cathedral Squares Board decided they no longer wanted to pay for a Nutrition Site Coordinator, and told the current coordinator before contacting us. The Nutrition Site Coordinator then resigned after hearing that. With no site coordinator or funds to pay for one, and all the other cuts, plus the lower meal counts at Cathedral Squares, it was decided to close that site. Eligible participants can ride the Palace Transit Bus for free and come to the James Valley Community Center for a meal.

## **14. JVCC Food Safety Inspection**

The James Valley Community Center scored 100% on the Department of Health — Food Service Inspection that was done on August 18th, 2025. There were no findings.

## **15. United Way Funding**

The James Valley Community Center received \$7,000, Adult Nutrition received \$2,000, and the Mitchell Volunteer Program received \$0.00 from the Mitchell United Way for 2026.

## **16. Citizens Input**

Deb Olson and Judy Gaston from the Mitchell Food Pantry addressed the board, asking for help from Palace Transit to help with transportation for their clients to and from the food pantry. A meeting will be set up to discuss the options.

## **17. Department Reports & Updates**

### **A. Palace Transit**

The year-to-date Ridership Report for April, June, and July was given to the board members. The report breaks down the rides by the purpose of the ride and the driver. The trip purposes include, education, employment, medical, nutrition, shopping, and social rides.

### **B. Adult Nutrition**

Board members were given the April—August Nutrition reports. For this fiscal year we are down compared to last year and our projections. The Dine Card and Second Meals are both up compared to last year.

### **C. Mitchell Volunteer Program - MVP**

We currently have 127 volunteers enrolled in the Mitchell Volunteer Program. The report given to the board members shows the non-profits in the community where volunteers helped from April to August.

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

The activity calendars were provided for the board members to show all the activities that are happening at the James Valley Community Center. JVCC's Activities Coordinator, Betty Anderson, continues to bring new activities and events to the center.

## **18. Next Meeting**

The next meeting will be on Thursday, November 13th, 2025 at 10:00am.

## **19. Adjournment**

The meeting was adjourned by Jay Larson at 10:47am.