



Community Services Board
City Council Chambers, City Hall, 612 N. Main Street
December 4, 2025

1. Call to Order

Jay called the December 4th, 2025, Community Services Advisory Board Meeting to order at 10:00am.

2. Roll Call

Member Present: Jay Larson, Penny Virchow, Cole Morgan, Kristi Bitterman, Al Jacklin, and Jan Quenzer

Members Absent: Wendy Linke and Sarah Beckstrom

Ex-Officio Absent: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of the Agenda

A motion was made by Jan Quenzer second by Al Jacklin to approve the agenda. All members present voting aye, motion carried.

4. Approve Minutes From Previous Meeting

A motion was made by Kristi Bitterman second by Al Jacklin to approve the September 2025 meeting minutes. All members present voting aye, motion carried.

5. 4th of July Holiday Hours

The 4th of July holiday falls on Saturday this year and is observed on Friday by the City for full-time staff. Due to staffing issues, it was suggested we be closed both Friday and Saturday. Motion was made by Al Jacklin second by Jan Quenzer to close Palace Transit on both Friday and Saturday in observance of the 4th of July holiday. All members present voting aye, motion carried.

6. DOT Follow-Up Report

The 5311 and 5310 Compliance Follow-Up Report and Findings was given to all board members. The report showed minimal findings that either turned out to not be a finding or have been updated and approved by DOT.

7. Transit Vehicle Maintenance Program

After the tri-annual review was completed, the Vehicle Maintenance Program was updated. The goals of the vehicle maintenance program are to support safe, quality, and reliable transit

services while making maximum use of financial resources. The board was asked to approve the updated program. Motion was made by Al Jacklin second by Cole Morgan to approve the updated Vehicle Maintenance Program. All members present voting aye, motion carried.

8. Palace Transit Asset Maintenance Plan

After the DOT tri-annual review was completed, the Asset Maintenance Plan was updated. The plan needs to have the board's approval. A motion was made by Jan Quenzer second by Al Jacklin to approve the updated Asset Maintenance Plan for Palace Transit. All members present voting aye, motion carried.

9. Palace Transit 2025 Coordination Plan Update

The Palace Transit Coordination Plan Updates are due annually to the DOT. The plan showed some errors in the initial plan, the goals completed and not completed for the prior year, and any new goals for the application year.

10. FY 2024 Transit Statistical Report

The Transit Statistical Report for fiscal year 2024 was handed out to the board members. The report was prepared by the South Dakota Department of Transportation to provide citizens, transportation providers, public officials, and other stakeholders with an overview of transit in South Dakota. The report also provides a summary of transportation programs along with detailed operational and financial data.

11. Airport Transportation

Due to not having enough staff or vehicles, it was suggested that we discontinue services to the Sioux Falls Airport. The Sioux Falls Airport rides can be coordinated with Jefferson Lines, Peoples Transit, or River City Transit. Motion was made by Kristi Bitterman second by Al Jacklin to discontinue services to the Sioux Falls Airport. All members present voting aye, motion carried.

12. Staffing

Paul Morris, part-time driver, has filled in temporary for Jordon Sehnert while he is deployed to Germany. Shirley, the part-time dispatcher, has resigned and Robin has been hired to replace her starting next week. We have also hired a couple of part-time drivers. We are now fully staffed.

13. Nutrition Contract

The Adult Nutrition contract was provided for the board members. The contract shows the dollar amount that was approved for the Mitchell Adult Nutrition Program. Amendments to the contract will not be allowed for this fiscal year. If we go over the dollar amount, we will need to come up with a way to raise those funds. The meal projection for this fiscal year is 44,040 meals.

14. Nutrition Snow Flakes

The snowflakes are up, and we started collecting donations for the Adult Nutrition Program. These donations are used for seniors who can't afford a hot nutritious meal. The goal this year is \$10,700. The Daily Republic did an interview with Jessica.

15. Open Meeting Laws

The South Dakota Open Meeting Laws were provided for the board members. The Community Services is an Advisory Board and are not required to follow these rules, but since we are with the City of Mitchell, we still follow them.

16. Citizens Input

No citizens' input to record.

17. Department Reports

A. Palace Transit

The year-to-date Ridership Report for August, September, and October 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.

B. Adult Nutrition

Board members were given the September and October Nutrition reports. September was the end of the fiscal year, which had us down meals to our projection, but up in meals compared to last year. The October report is the start of the new fiscal year, which had us down slightly to our projections but up from last year.

C. Mitchell Volunteer Program

We currently have 131 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 September to November.

D. James Valley Community Center

The activity calendars for October and November were provided, to show all the activities that happened at the James Valley Community Center. In November, Orthopedic Institute provided a lunch and learn program on hips and knees. The new membership forms have gone out, along with the quilt raffle tickets. The After Holiday Party will be in January.

18. Next Meeting

The next meeting date will be on Thursday, March 5th, 2026 at 10:00am. This is a change for this month due to schedules.

19. Adjournment

The meeting was adjourned by Jay Larson at 10:40am.