



Community Services Board Agenda Agenda
City Council Chambers, City Hall, 612 N. Main Street
May 14, 2026

- 1. Call To Order**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Approve Minutes From Previous Meeting**
- 5. Transit 5311 Audit**
- 6. Transit Software Procurement**
- 7. Transit 5311 & Title IIIB Grant**
- 8. Palace Transit 5339 Grant**
- 9. Palace Transit Passenger Hand Book**
- 10. Nutrition Grant**
- 11. Food Safety Inspection**
- 12. United Way Annual Reports**
- 13. United Way Application**
- 14. Department Reports**
 - A. Palace Transit**

B. Adult Nutrition

C. Mitchell Volunteer Program

D. James Valley Community Center

15. Next Meeting

16. Adjournment

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.



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.



Department of Transportation
Division of Finance & Management
Office of Air, Rail & Transit

700 East Broadway Avenue
Pierre, South Dakota 57501-2586
OFFICE: 605/773-3574
FAX: 605/773-2804

**DEPARTMENT OF
TRANSPORTATION**

January 13, 2026

Palace Transit
Jessica Pickett
300 W 1st Ave.
Mitchell, SD 57301

Dear Ms. Pickett,

This letter is to inform you that the 5311-audit conducted for the month of November 2025 was finalized by SDDOT. No errors were found for this reporting month. We appreciate your efforts to ensure your agency is compliant with Federal and State regulations.

If you have any questions, you can contact me at 605-773-3014 or Terri.Geigle@state.sd.us

Sincerely,

A handwritten signature in blue ink that reads 'Terri Geigle'. The signature is written in a cursive, flowing style.

Terri Geigle
Transportation Specialist

Budget No. 1

PROJECT DESCRIPTION AND BUDGET

<u>Project</u>	<u>Federal Share</u>	<u>Local Share</u>	<u>Total</u>
Shop Tools	\$2,760	\$690	\$3,450
Software Dispatch	\$48,000	\$12,000	\$60,000
Vehicle Cameras	\$4,680	\$1,170	\$5,850
Office Furniture	\$2,400	\$600	\$3,000
Tires	\$7,600	\$1,900	\$9,500

Budget No. 1

PROJECT DESCRIPTION AND BUDGET

<u>Project</u>	<u>Federal Share</u>	<u>Local Share</u>	<u>Total</u>
20+2 Replacement	\$150,000	\$26,471	\$176,471
16+ 2 Replacment	\$136,000	\$24,000	\$160,000



300 W 1st Ave
Mitchell, SD 57301
Office: (605) 995-8440
Fax: (605) 995-8439
Evening & Weekends: (605) 999-8440
www.cityofmitchellsd.gov
www.facebook.com/PalaceTransit

Passenger Handbook

Palace Transit is pleased to serve the City of Mitchell and Davison County with public transportation service.

This service has a set of policies that passengers must follow. This handbook provides the policies pertaining to passenger responsibilities for our service.

It is for the benefit of all passengers and the long-term survival of the transit system itself that policies regarding passenger responsibilities are adhered to. The policies in the handbook are simple to follow, and critical to the efficiency and effectiveness of our system.

All passenger policies will be enforced in a consistent, fair manner. If you feel you have been dealt with unfairly, an appeals process and telephone comment number are also included in this handbook.

Following our guidelines will help your trip be pleasant, relaxing, and trouble-free.

For questions or clarification, please contact the Palace Transit Office.

Adopted by the Community Services Advisory Board on 9/12/24.

This transit agency is committed to providing non-discriminatory service.

To request more information or to file a discrimination complaint, contact this transit agency or the South Dakota Department of Transportation at (605) 773-3574.

Service Hours & Fares

Monday-Friday	Pre-Scheduled Rides	Saturday	Pre-Scheduled Rides
5:30am-7:00am	\$3 per one-way trip	7:00am-4:00 pm	\$3 per one-way trip
7:00am-5:00pm	\$2 per one-way trip	Sunday	
5:00pm-8:00pm	\$3 per one-way trip	7:00am-2:00pm	\$3 per one-way trip
Monday-Friday		Saturday & Sunday	
Same Day Rides	\$10 per one-way trip	Same Day Rides	\$15 per one-way trip

No Service will be provided on the following holidays:

- New Year’s Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Native American Day
- Thanksgiving
- Christmas Eve – Close at 12:00pm
- Christmas Day

Limited services will be provided, and the office will be closed on the following holidays:

- Juneteenth
- Day after Thanksgiving
- Veterans Day

All passengers are required to pay a fare for each ride unless previous arrangements have been made with the office. Fares may be paid with token, cash or check to the transit operator while boarding the vehicle. If paying cash or check, the correct amount is required. If the exact amount is not paid, overpayment will be applied to program donations. **A monthly invoice/billing fee of \$5.00 will be added for all rides billed out for not paying when boarding the transit vehicle.**

Children under the age of 3 may ride for free with a paying adult. This excludes group trips including but not limited to Daycares/Childcare Providers.

If an individual over the age of 60 is unable to afford transportation service, arrangements for fares can be made at the Palace Transit office.

If an item is left on the vehicle, that item can either be picked up at the Palace Transit office during office hours at the end of that driver’s shift or will be delivered to that person when the schedule allows for a \$10 transportation fee.

Any rides traveling beyond the City of Mitchell’s city limits will be charged mileage of \$1.00 per mile plus regular fare (minimum of 1 mile fee if outside city limits) per trip.

Tokens may be purchased at the Palace Transit office located in the James Valley Community Center at 300 West 1st Avenue in Mitchell, SD.

Palace Transit is a Medicaid provider. The Palace Transit office will need to verify that travel expenses will be covered by Medicaid before the ride is scheduled. **Any rides without a completed Medicaid Transportation form will be billed to the passenger.**

General Palace Transit Policies

1. Stay properly seated and buckled while on the transit vehicle. Do not put your feet on the seats or back of seats and do not lie down on the seats.
2. The aisle must be always kept clear of all loose objects. All carry-on items must be able to be properly secured so that they do not pose a threat to others.
3. All walkers and wheelchairs must be properly secured to the vehicle by the operator.
4. ~~You must limit p~~ Packages and bags **are limited** to no more than one seat of space and area on the floor in front of the seat out of consideration to all customers, ~~so please plan your shopping accordingly.~~ Time and space do not permit more than this limit. Wheelchairs, walkers and other passengers will take precedence over devices that carry items.
5. We do NOT transport furniture or larger items.
6. It is NOT the responsibility of the operator to assist you with your bags and packages. An excessive amount of packages causes delays and the driver to run late.
7. Smoking, chewing tobacco, e-cigarettes, vaping, marijuana (including medical) and illegal drugs are not allowed on or within 25 feet of the transit vehicle or at the James Valley Community Center drive up window.
8. Keep noise level to a minimum. The operator needs to be able to hear traffic and emergency vehicles.
9. Children under the age of three must ride with a paying parent or responsible guardian/adult.
10. Car seats are required for passengers under the age of 3. All car seats must be provided and installed by the parent or responsible guardian/adult.
11. Passengers and/or care providers are responsible for ensuring that passengers are properly dressed for their ride. Operators will NOT assist a passenger with any article of clothing. Passengers who are not adequately dressed for the weather conditions will be refused service. Shoes are required to be worn by all ambulatory passengers.
12. Palace Transit is NOT an ambulance service and will not take any passenger to the Emergency Room. If you require medical attention, please call 911. If a medical emergency occurs while onboard the transit vehicle, the operator will contact the office and medical personnel will be notified. If you have a medical condition you feel Palace Transit should be aware of, let the office know prior to scheduling services.
13. Palace Transit will not be held responsible for items that are damaged during transport.
14. Animals are allowed only if in a pet carrier (excluding service animals). Animals must stay by the passenger at all times.
15. Palace Transit has a no backing policy. Due to this policy, drivers will NOT pull into residential driveways or put themselves in a position which requires backing up.
16. At the end of each shift the operator will bring in any items that have been left in the vehicles. Lost and found items will be retained in the Palace Transit office for 30 days.
17. Operators may attempt to notify passengers of arrival by sounding horn.
18. Operators will NOT assist any passenger in getting ready for their trip.
19. Please offer the seats closest to the door to the elderly and those who have a more difficult time moving about.

20. Bicycles are allowed to be transported on the bus. Passengers must notify the office of any bicycles before their trip.
21. The Palace Transit office and/or the transit operator will not call a personal residence to notify of the transit vehicles' arrival.
22. Transit operators are not allowed to assist passengers out of their seats or off the floor. If a passenger is unable to move by him/herself, medical personnel will be notified for assistance.

Scheduling/Canceling Rides

If you need to schedule a ride, cancel a ride, or make changes to an existing ride, you must call dispatch in the Palace Transit office during office hours or make the necessary changes on the rider app. Operators CANNOT take ride information, change the scheduled ride time, or change the pickup and/or drop off location of a ride.

Pre-Scheduled rides must be scheduled in the office Monday-Friday before 5:00pm at least one business day prior to your ride or before 8:00pm on the app at least the day before. Any rides scheduled outside of that time will be considered same day ride reservations and will be charged at a rate of \$10 or \$15 per ride.

“Will Call” rides may be set up in advance for return trips only when a passenger is unsure of the time of a return trip. We will do our best to accommodate will call rides, but priority will go to those who have scheduled a time for their rides in advance. Passengers may have to wait up to two (2) hours for Will Call trips. Will Call trips can only be performed during office hours.

Extra trips will be charged at the same day rate of \$10 or \$15 per ride if they have not been previously scheduled.

To cancel a ride, passengers must call the Palace Transit office at least 30 minutes before scheduled pickup time or cancel on the rider app. If you do not cancel 30 minutes in advance, you will be charged the full fare per our No-Show Policy. Please be sure to cancel your rides as far in advance as possible so other passenger needs can be met. If you anticipate being late for your scheduled pickup, please call the Palace Transit office at least 30 minutes prior.

Recurring trips may be scheduled with the office; however, if five (5) recurring trips are cancelled with a one (1) month period without prior office approval, all recurring trips will be discontinued.

Scheduled Trips

Palace Transit is public transportation, and you will have to share rides. You may not be taken directly to and from your destination. Passengers may remain onboard the Palace Transit vehicle for up to and possibly more than 1 hour depending on road conditions and schedules.

- Palace Transit makes every effort to arrive as close to the scheduled pick-up time as possible. Due to the nature of the service, arrival times may vary.
- Passengers must be waiting at a designated pickup point before their pickup time. The No Show policy will apply if the passenger is not there when the transit vehicle arrives.
- All operators will wait only 3 minutes after arriving at the pickup location before leaving without the passenger. Waiting any longer can cause unnecessary delays. The No Show Policy will apply.
- In the event an appointment is completed prior to the scheduled return time, passengers are encouraged to notify the Palace Transit office that they are available for an early return. Every effort will be made to pick up the passenger as soon as possible, but if the demand for service does not allow, passengers will be picked up at their scheduled return time.
- Same day call-ins, including unscheduled requests for a return trip and returning for missed rides, will be charged at the same day rate of \$10 or \$15 per ride.
- Although Palace Transit cannot assure any specific pickup time unless scheduled, the passenger shall be held financially responsible for any will call trips missed per the No Show Policy, unless they notified the Palace Transit office 30 minutes prior to the transits arrival.

No Show Policy

Any passenger who is not at their designated pickup point within 3 minutes after the transit has arrived will be considered a “No Show” and the operator will continue with the daily schedule.

Passengers will pay the full fare for any no shows before they will be allowed to ride Palace Transit again.

If no show fees are not paid within 30 days, fare will be invoiced at an additional \$5.00 per missed ride.

If a vehicle has to return for a “No Show” missed ride, the passenger will be charged at the same day rate of \$10 or \$15 per ride and will have to pay for the original no show.

After one (1) no show had occurred, all future rides will be cancelled until contact is made with the office and payment arrangements have been made.

Curb to Curb Service

Palace Transit provides curb to curb service. The following policies explain the meaning and intent of curb to curb.

- Operators will NOT enter a private home, residential building, business, medical facility, or public building for any reason including an attempt to find a passenger.
- Operators may assist passenger boarding and exiting the transit vehicle only.

- Operators may assist passengers into and from the outside door only at businesses, medical facilities, or public buildings. Operators will NOT assist passengers past this point.
- It is the individual's personal care attendant or care provider's responsibility to ensure that passengers are waiting at the door for their ride.
- If you have a cart for groceries, you must have it outside and ready. Operators will NOT go and get the cart or wait for you to retrieve the cart. **Passengers must notify the office of any carts before their trip.**
- **There is only one (1) pickup and drop off location at all residential buildings, businesses and educational facilities.**

Seatbelt Policy

All passengers of Palace Transit are required to remain seated and wear a seatbelt. Passengers who refuse to wear a seatbelt will be denied service (unless a written notice has been filed and approved with the Palace Transit office).

Do not remove your seatbelt until the transit vehicle has made a complete stop at your destination.

If a car seat is used, it is the passenger's responsibility to make sure that the car seat is properly secured. Palace Transit does not furnish car seats or restraints.

Wheelchair/Special Service

Palace Transit vehicles are equipped with wheelchair lifts. All wheelchairs must fit within the dimensions and weight restrictions of the lift and securement area.

If a rider is unable to complete travel by his/herself an attendant/escort will be required to assist the rider.

Palace Transit does not furnish wheelchairs, walkers or chairs.

If a passenger is unable to board a Palace Transit vehicle because of steps, the passenger may use the wheelchair lift to board the transit vehicle. Passengers on the lift may not sit on a walker and must use the handrails while the lift is in motion.

All passengers riding in wheelchairs must allow the driver to properly secure the wheelchair per the manufacturer's recommendations.

Operators will NOT assist any passenger in or out of a wheelchair at any time. Passengers are responsible for arranging assistance from someone other than Palace Transit staff.

Under no circumstances will an operator be allowed to assist a person in a wheelchair up or down any steps or ramp.

Only Palace Transit Operators are allowed to operate the lift.

Aide/Companion Riders

For medical trips, a single personal care attendant/aide who is directly involved in the mobility assistance of their attendee will be allowed to ride free of charge. All non-medical trips will require an attendant to pay for their fare.

Aides must be picked up and dropped off at the same address as the client and must be scheduled with the Palace Transit office at the same time the trip is scheduled.

Any other person riding with a passenger will be considered a companion and will be required to pay the full fare.

Oxygen Dependent Passengers

Palace Transit will provide transportation to passengers who are dependent upon portable oxygen, consistent with their needs and care planning, when communicated with the office before transporting.

Reasonable efforts will be made to accommodate these passengers consistent with good safety practices.

The following general procedures apply:

- All oxygen containers must be secured during transportation.
- Containers, which are normally secured to a wheelchair, may stay in those securements.
- Containers, which are attached to mobility aides such as a wheeled walker, must be separately secured to the vehicle.
- Unless special approval is received, only one portable tank may be carried per oxygen dependent passenger.
- Requests for special approval must be made to the Transportation Operations Supervisor prior to the scheduled ride.

Service Animals

Service animals are defined as follows: *Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or mental health disability.*

Control of the service animal is the responsibility of the caretaker. Palace Transit is not required to provide care or food for a service animal or provide a special location for it to relieve itself.

Palace Transit employees may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

Service animals may be removed from the transit vehicle if:

1. The animal is out of control and the animal's owner does not take effective action to control it (for example, a dog that barks repeatedly).
2. The animal poses a direct threat to the health or safety of others.
3. The animal relieves itself on the bus.

Food & Drinks

Food may be transported in a Palace Transit vehicle but must remain in its original package or a sealed container and may not be opened or consumed onboard. Gum is not allowed to be chewed on board the transit vehicle.

Beverages must be always kept in a sealable container and must remain unopened. Fast food restaurant cups or cans are not allowed.

Do not leave trash on the floor or between seats.

Refusing Service

Palace Transit reserves the right to refuse service to any passenger due to (but not limited to):

- Intoxicated
- Disruptive
- Belligerent/Rude
- Poses a safety threat or health threat to themselves or others
- Unreasonable personal hygiene
- Profane/Inappropriate language and/or actions
- Has a contagious illness/infection
- Excessive No-Shows
- Not following Palace Transit's policies
- Bullying
- A past due balance exceeding \$4.00
- A past due balance past 30 days
- A past due balance sent to collections

If any inappropriate behavior occurs or policies are not followed, Palace Transit reserves the right to enforce the following steps:

1. First offense: A warning letter will be sent.

2. Second offense: A second letter will be sent which will result in rides being discontinued for 1 week.
3. Third offense: A third and final letter will be sent, and rides will be discontinued indefinitely.

The severity of the offense as determined by staff may change the enforcement steps.

Weather

As a Palace Transit passenger, you must keep abreast of weather conditions that may affect service. Additional travel time may be required for certain weather-related road conditions.

We ask that all passengers help avoid any delays by being on time and having the correct fare ready. Please clean your footwear of snow and slush before boarding so it does not gather on the steps or floor of the transit vehicle, causing danger to others.

All passengers must wait until the transit vehicle comes to a complete stop before boarding and before leaving your seat. Be prepared for sudden stops while riding the transit vehicle.

At all times, watch your step, wear your seatbelt, and wear appropriate winter clothing.

Passengers are responsible for snow removal to make their homes accessible to the Palace Transit operators. Operators are NOT allowed to assist passengers through snow or across ice.

If a passenger schedules service knowing that a path has not been cleared to their homes, the trip will be considered a no show and that policy will apply.

Severe weather can affect Palace Transit service. The following service reductions may occur any time hazardous road conditions exist:

- Time intervals will increase.
- Some routes may be shortened or canceled.
- Service on less traveled streets, especially those not plowed or sanded may be canceled.
- Absolutely NO alley travel allowed.
- In severe weather, all passengers will be taken home immediately.

Palace Transit will make every effort to provide service whenever scheduled. In the event extreme weather conditions exist which makes travel unsafe, Palace Transit reserves the right to discontinue service until conditions are favorable.

Weather closures can be found on Facebook, radio, Palace Bus app, and the city website. It is the passengers responsibility to watch for closures.

During severe weather, service may only be available to necessary rides based on Palace Transit's discretion. We do not consider routine medical appointments, hair appointments, or shopping a necessary ride based on weather.

If service is temporarily discontinued, all rides, regardless of purpose will be cancelled.

Appeal Process

If a passenger disagrees with any penalty resulting from the enforcement of the policies, a written request for appeal may be submitted to:

Palace Transit
300 W 1st Ave
Mitchell, SD 57301

Appeals must be presented in writing or in person. If you prefer a hearing, please indicate this in your written request for appeal. Also indicate if special accommodations or requirements are needed.

2026-2027 DHS Title III Nutrition Grant Funding

Department of Human Services, Division of Long-Term Services and Support:

I am writing to express our organization's interest in applying for the 2026–2027 DHS Title III Nutrition Program Nutrition Grant. The City of Mitchell Adult Nutrition Program is committed to continuing its current services, including Congregate and Grab & Go meal offerings, while also expanding access through the introduction of a Home Delivered Meals component. In addition, the program seeks to reinstate a Congregate meal site in Parkston and establish an additional meal location in Woonsocket, as requested by the community, in order to further strengthen meal accessibility and support for older adults throughout the region.

The primary goal of the program is to support older adults in maintaining their health, independence, and ability to live safely in their own homes and communities for as long as possible. The program promotes overall well-being by providing access to nutritious meals and meaningful opportunities for social interaction, which are both essential to physical and emotional health. In addition, the program serves as a critical lifeline for many participants who may otherwise face isolation or food insecurity. In Mitchell, access is further strengthened through free transportation provided by Palace Transit, which assists individuals who are unable to drive to meal sites, ensuring they can continue to participate in the program and remain connected to their community.

We are pleased to announce that a restaurant has reopened in Parkston and is once again prepared to serve older adults in the community. Over the past year, Parkston area residents have been traveling to Tripp or Mitchell to access meal services; however, restoring a local meal site will significantly reduce the need for long-distance travel. Reestablishing this location within the program will improve safety for participants, increase accessibility to nutritious meals, and reduce transportation-related costs for both individuals and the program, while strengthening local service delivery for seniors in the Parkston area.

Skeeters Restaurant in Woonsocket has expressed interest in being added as a service location within our program. They are seeking a reliable and well-organized nutrition program to replace their current provider, as they have experienced ongoing issues including payment delays and operational disorganization. Skeeters Restaurant believes that partnering with a program with a proven track record of efficiency, accountability, and consistent service delivery will improve overall operations and contribute to a more stable and effective working environment for both staff and participants.

Additionally, we are excited about the opportunity to partner with the current Meals on Wheels program. Mitchell United Way and Avera Queen of Peace believe that this project has the potential to make a significant impact on our service area. We are committed to ensuring that the project is carried out with the highest level of professionalism and accountability.

The Meals on Wheels Service Program is currently operated by a local nonprofit board of directors, many of whom are older adults themselves, and they have expressed a desire to transition program oversight to our organization. Meals are prepared through Avera Queen of Peace Nutrition Services and are delivered throughout the City of Mitchell Monday through Friday, excluding major holidays. The program currently operates five delivery routes each day, supported by local volunteers, businesses, and churches who assist in ensuring timely and dependable service to homebound participants.

Hot meals are carefully portioned into individual insulated disposable containers, while cold food items are



packaged separately in bags and maintained at safe temperatures until delivery. This established system ensures food quality, safety, and efficiency throughout the delivery process.

If awarded, our organization intends to continue operating the program without disruption, maintaining all current services and operational practices, as these meals meet the criteria for Home Delivered C-2 meals. The program currently serves approximately 90 homebound individuals each day, and continued service will ensure these participants remain supported with consistent access to nutritious meals and daily wellness checks.

We believe this transition would be an excellent fit for our program and would help reduce confusion within the community regarding available nutrition services. Currently, our office frequently receives inquiries requesting Meals on Wheels, and staff must explain that our program primarily provides congregate dining services before redirecting individuals to the appropriate provider. This distinction is often difficult for older adults to understand, creating frustration and delays in accessing needed services. The separation between programs can be especially challenging for current participants who may temporarily require home-delivered meals due to a change in health status, such as recovery from surgery or illness. Integrating services under a more coordinated structure would improve clarity, streamline access, and ensure that older adults receive timely and appropriate nutrition support during periods of transition or increased need.

The proposed consolidation of programs is strongly supported by the Mitchell United Way as a more efficient way to provide nutrition services and education within the community. Our organization has participated in collaborative meetings with the United Way and other food program providers, and there is general agreement that combining services would reduce duplication, improve coordination, and enhance access for participants. This approach would help streamline service delivery and strengthen support for older adults and other community members in need of nutrition assistance.

As a current subrecipient, I am confident in our ability to successfully carry out this project and achieve the intended outcomes. We have continuously identified the need for this type of program in Davison, Hutchinson and Sanborn counties and believe that we will continue to make a significant impact. Our program has a strong record of consistent performance and customer satisfaction for proven reliability.

Thank you for considering our application. We look forward to continuing to offer these essential services as well as expand our program to provide the best nutrition and information possible for the elderly in the area.

Sincerely,

A handwritten signature in blue ink that reads "Jessica Pickett".

Jessica Pickett
Community Services Director



Department of Health - Food Service Inspection Report

Establishment Name JAMES VALLEY COMMUNITY CENTER	City Mitchell SD	Owner Name CITY OF MITCHELL	License # 20018
Address 300 W 1st AVE	Zip Code 57301	Insp. Date 2/25/2026	Water Supply Public
Purpose of Inspection: Routine			Inspector Number 619

Item	Weight	Item	Weight	Item	Weight
PERSONNEL		FOOD DISPLAY, SERVICE AND TRANSPORT		WASH AND RINSE WATER	
PERSON IN CHARGE		15 * Hot holding and cold holding temperatures maintained, unwrapped food not reserved		29 Clean, proper temperature, cleaning agent	
1 * Available, knowledgeable, certified manager	4/4	COOLING OF POTENTIALLY HAZARDOUS FOOD		SANITIZATION	
EMPLOYEE HEALTH		16 * Method, temperature and time		30 * Method, clean, temp, concentration, exposure time, equipment/utensils sanitized	
2 * Healthy, restrictions and exclusions followed	4/4	FOOD PREP		STORAGE/HANDLING CLEAN EQUIPMENT AND UTENSILS	
EMPLOYEE HYGIENE		17 Fruits and vegetables washed, handling, sink provided		31 Clean dry location, protected	
3 * Handwashing, good hygienic practices	5/5	MILK PRODUCTS AND NONDAIRY PRODUCTS		SINGLE-USE/SINGLE-SERVICE ARTICLES	
EMPLOYEE PRACTICES		18 Proper dispensing methods		32 Proper storage, no-reuse	
4 Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking	1/1	READY TO EAT POTENTIALLY HAZARDOUS FOOD, DATE MARKING AND DISPOSITION		LINENS	
FOOD		19 Date marking accomplished, discarded		33 Laundered, proper handling, and storage	
FOOD SOURCE		FOOD EQUIPMENT & UTENSILS		PLUMBING	
5 * Approved, safe, unadulterated, approved additives, proper receiving temperature	4/4	FOOD-CONTACT SURFACES		WATER SUPPLY	
FOOD PROTECTION		20 Designed, constructed, installed, and maintained		34 * Safe, adequate, tested	
CONTAMINATION BY EMPLOYEES		NONFOOD-CONTACT SURFACES		PLUMBING SYSTEM	
6 * Bare hand contact avoided, single-use gloves, and utensils used	3/3	21 Designed, constructed, installed, and maintained		35 Installed, maintained	
CONTAMINATION DURING STORAGE		FOOD-CONTACT SURFACES		CROSS-CONNECTION	
7 Clean/dry location, protected, covered, original containers, labeled	2/2	22 Cleaning frequency, maintained clean		36 * Backflow prevention, back siphonage	
CROSS CONTAMINATION		NONFOOD-CONTACT SURFACES		HANDWASHING LAVATORIES AND SUPPLIES	
8 * Prevented, separated, segregated	5/5	23 Cleaning frequency, maintained clean		37 * Number, location, accessibility, soap and paper towels provided	
IN-USE UTENSILS		VENTILATION HOOD SYSTEM		TOILET FACILITIES	
9 Storage, properly handled	1/1	24 Provided as required, designed, constructed, installed, maintained, and cleaned		38 Clean, maintained, tissue, vented, self-closing door	
CONTAMINATION FROM WIPING CLOTHS		DISPENSING EQUIPMENT		OTHER OPERATIONS	
10 Clean, proper use, storage, sanitizing solution	2/2	25 Design, installation, clean, and maintained		REFUSE STORAGE	
CONTAMINATION BY CONSUMERS		TEMPERATURE MEASURING DEVICES		39 Receptacles, covers/lids, adequate number, clean, insect/rodent proof, storage, frequency, maintained	
11 Food display protection, condiment protection, clean tableware usage, sign posted	1/1	26 Thermometers provided, used, clean, and accurate		FLOORS, WALLS, CEILINGS	
COLD AND HOT STORAGE EQUIPMENT		DISHWASHING FACILITIES		40 Design, construction, clean, maintained	
12 * Available, adequate capacity, able to maintain proper temperature	4/4	27 Properly designed, located, constructed, operated, maintained, cleaned and chemical test kit provided		LIGHTING	
THAWING POTENTIALLY HAZARDOUS FOOD		WASH PRETREATMENT		41 Adequate, shielded, maintained	
13 Appropriate procedures	2/2	28 Utensils scraped, preflushed, soaked		PREMISES	
COOKING POTENTIALLY HAZARDOUS FOOD				42 Clean, employee dressing area, cleaning equipment storage, living/sleeping quarters separate	
14 * Cooking and reheating to the proper time and temperature	5/5			POISONS/TOXIC MATERIALS AND MEDICINE	
				43 * Proper storage, labeling, use	
				INSECT, RODENT, ANIMAL CONTROL	
				44 * Provided, maintained	

* CRITICAL ITEMS REQUIRE IMMEDIATE ACTION

Overall Inspection Rating SCORE:
(100 less weight of items violated)

100



Department of Health - Food Service Inspection Report

Establishment Name JAMES VALLEY COMMUNITY CENTER	City Mitchell SD	Owner Name CITY OF MITCHELL	License # 20018
Address 300 W 1st AVE	Zip Code 57301	Insp. Date 2/25/2026	Water Supply Public
Purpose of Inspection: Routine			Inspector Number 619

Sanitizer Readings

SampleID	Sanitizer Reading
None available to test at time of inspection	

TEMPERATURE OBSERVATIONS

Item	Location	Temp	Item	Location	Temp	Item	Location	Temp
Mixed Fruit	Cold-Hold Unit	44.3°F	Potatoes	Hot-Hold Unit	202°F	Beef	Hot-Hold Unit	172.2°F
Mixed Veggies	Hot-Hold Unit	161.2°F			°			°

Received By	Signature	Sig. Date	Inspected By	Signature	Sig. Date
Amy	<i>Amy</i>	2/25/2026	Chase Swearingen	<i>Chase Swearingen</i>	2/25/2026

By signing I attest I was present at the time of inspection

By signing I attest I was present at the time of inspection



Mitchell United Way Annual Report Form

Due: February 20, 2026

Agency Information

- **Name:** Jessica Pickett
 - **Title:** Community Services Director
 - **Organization:** Adult Nutrition
 - **Mission/Focus Area:** Good nutrition for healthy living at any age!
-

Total People Served in 2025

- **Number:**
 - 992 Participants
 - 41,787 Total Meals
-

Breakdown of People Served

- **How many people did you serve?**

Adults: 992

Children:

- **What counties or communities do you serve? (List all please)**
 - Mitchell, Tripp & Mt. Vernon

What is the percentage of the services that you provide according to our three pillars:

1. **Housing:**
 2. **Financial Literacy:**
 3. **Education:** 20% Healthy eating is an important topic we share with all our participants. Each month the participants receive information and tips/tricks for nutrition provided by the state.
-



Mitchell United Way Annual Report Form

Due: February 20, 2026

Agency Information

- **Name:** Jessica Pickett
 - **Title:** Community Services Director
 - **Organization:** James Valley Community Center
 - **Mission/Focus Area:** A community center for all!
-

Total People Served in 2025

- **Number:** 234 members plus many non-members who attended different activities such as bingo, presentations, meetings, and programming.
-

Breakdown of People Served

- **How many people did you serve?**

Most of the clientele that we serve are adults; however, part of our focus is to make this a multi-generational facility and have children integrated into our activities. All members are 18 and older.

- **What counties or communities do you serve? (List all please)**
 - The City of Mitchell and surrounding communities.

What is the percentage of the services that you provide according to our three pillars:

Most of our services are social recreational in order to provide a sense of community for all generations.

1. **Housing:** 10% Several Senior Living facilities come to the JVCC to share information about what they offer and how they can assist.
2. **Financial Literacy:** 10% We house the SHIINE (Senior Health Information and Insurance Education) volunteers who assist seniors with their Medicare pharmacy plan. We also have financial planners come in to give presentations as well as other financial institutions.

November 2025 Trip Purpose

<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Child Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Total</u>
Education	38	0	2133	0	0	2171
Same Day Education	0	0	3	0	0	3
Employment	958	0	80	0	0	1038
Same Day Employment	4	0	0	0	0	4
Medical	953	1	97	42	17	1110
Same Day Medical	30	0	0	3	0	33
Nutrition	118	0	0	0	0	118
Shopping	179	0	0	0	0	179
Same Day Shopping	1	0	0	0	0	1
Social/Recreational	850	0	55	2	0	907
Same Day Social Rec	31	0	0	0	0	31
Total	3162	1	2368	47	17	5595

November 2025 Client Category

<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Child Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Total</u>
Elderly Ambulatory	980	0	4	10	0	994
Elderly Non Ambulatory	445	0	0	33	0	478
General Public	598	1	3	0	0	602
Handicap Ambulatory	1068	0	195	0	0	1263
Handicap Non Ambulatory	65	0	29	4	0	98
Youth	6	0	2137	0	17	2160
Total	3162	1	2368	47	17	5595
						5595

December 2025 Trip Purpose Summary

Trip Purpose	Sum of Number of Riders (Adult)	Sum of Number of Riders (Child)	Sum of Number of Riders (Youth)	Sum of Number of Riders (Personal Care Attendant)	Sum of Number of Riders (Other)	Totals
Education	24	0	2030	0	0	2054
Employment	1006	0	68	0	0	1074
Same Day Employment	13	0	0	0	0	13
Medical	1104	1	80	41	6	1232
Same Day Medical	23	0	2	1	0	26
Nutrition	86	0	0	0	0	86
Shopping	271	0	0	0	0	271
Same Day Shopping	6	0	0	0	0	6
Social/Recreational	964	0	78	0	0	1042
Same Day Social Rec	21	0	0	0	0	21
Totals	3518	1	2258	42	6	5825
						5825

December 2025 Client Category Summary

Client Category	Sum of Number of Riders (Adult)	Sum of Number of Riders (Child)	Sum of Number of Riders (Youth)	Sum of Number of Riders (Personal Care)	Sum of Number of Riders (Other)	Totals
Elderly Ambulatory	1059	1	1	8	0	1069
Elderly Non Ambulatory	473	0	0	34	0	507
General Public	646	0	3	0	0	649
Handicap Ambulatory	1276	0	160	0	0	1436
Handicap Non Ambulatory	60	0	9	0	0	69
Youth	4	0	2085	0	6	2095
Totals	3518	1	2258	42	6	5825
						5825

January 2026 Trip Purpose						
<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Infant Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendants</u>	<u>Other Riders</u>	<u>Totals</u>
Education	30	0	2419	0	0	2449
Same Day Education	1	0	3	0	0	4
Employment	1062	0	76	0	0	1138
Same Day Employment	9	0	1	0	0	10
Medical	869	0	83	32	6	990
Same Day Medical	35	0	0	2	0	37
Nutrition	71	0	0	0	0	71
Shopping	211	0	2	0	0	213
Same Day Shopping	4	0	0	0	0	4
Social/Recreational	998	3	50	4	0	1055
Same Day Social Rec	16	0	0	0	0	16
Totals	3306	3	2634	38	6	5987
						5987

January 2026 Client Category						
<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Infant Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendants</u>	<u>Other Riders</u>	<u>Totals</u>
Elderly Ambulatory	992	0	2	8	0	1002
Elderly Non Ambulatory	340	0	0	22	0	362
General Public	648	3	6	0	0	657
Handicap Ambulatory	1268	0	192	0	0	1460
Handicap Non Ambulatory	54	0	29	6	0	89
Youth	4	0	2405	2	6	2417
Totals	3306	3	2634	38	6	5987
						5987

February 2026 Coordinated Trips Summary

<u>Agency</u>	<u>Adult Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Totals</u>
AQOP	3	0	0	0	3
Brady	58	0	16	0	74
Countryside	70	0	0	0	70
Edgewood	6	0	0	0	6
Firesteel	102	0	4	0	106
Medicaid	420	104	5	17	546
Nutrition	44	0	0	0	44
School contract	25	550	0	0	575
Zion Lutheran Church	12	0	0	0	12
Totals	740	654	25	17	1436
					1436

February 2026 Trip Purpose Summary

<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Totals</u>
Education	59	2351	0	0	2410
Employment	1075	79	0	0	1154
Medical	868	115	24	17	1024
Nutrition	49	0	0	0	49
Same Day Education	2	4	0	0	6
Same Day Employment	10	0	0	0	10
Same Day Medical	19	1	1	0	21
Same Day Shopping	11	1	0	0	12
Same Day Social Rec	11	0	0	0	11
Shopping	236	1	0	0	237
Social/Recreational	879	41	0	0	920
Totals	3219	2593	25	17	5854
					5854

February 2026 Client Category Summary

<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Totals</u>
Elderly Ambulatory	917	0	8	0	925
Elderly Non Ambulatory	316	0	15	1	332
General Public	610	9	0	0	619
Handicap Ambulatory	1321	209	0	0	1530
Handicap Non Ambulatory	47	33	2	0	82
Youth	8	2342	0	16	2366
Totals	3219	2593	25	17	5854
					5854

March 2026 Client Category Summary Report

<u>Client Category</u>	<u>Adult Riders</u>	<u>Infant Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Totals</u>
Elderly Ambulatory	1028	0	1	4	0	1033
Elderly Non Ambulatory	379	0	0	13	0	392
General Public	614	16	12	0	2	644
Handicap Ambulatory	1360	0	203	0	0	1563
Handicap Non Ambulatory	80	0	29	4	0	113
Youth	15	0	2163	0	7	2185
Total	3476	16	2408	21	9	5930

March 2026 Trip Purpose Summary Report

<u>Trip Purpose</u>	<u>Adult Riders</u>	<u>Infant Riders</u>	<u>Youth Riders</u>	<u>Personal Care Attendant</u>	<u>Other Riders</u>	<u>Totals</u>
Education	47	0	2168	0	0	2215
Same Day Education	0	0	3	0	0	3
Employment	1062	0	75	0	0	1137
Same Day Employment	8	0	0	0	0	8
Medical	977	0	106	17	9	1109
Same Day Medical	34	0	1	4	0	39
Nutrition	124	0	0	0	0	124
Shopping	209	0	0	0	0	209
Same Day Shopping	5	0	0	0	0	5
Social/Recreational	997	16	55	0	0	1068
Same Day Social Rec	13	0	0	0	0	13
Totals	3476	16	2408	21	9	5930

**Long Term Services and Supports
TITLE III-B TRANSPORTATION
MONTHLY/QUARTERLY REPORT**

Project Name: Mitchell-Palace Transit Telephone #: 605-995-8440

Report Prepared By: Wanda Graves, Administrative Assistant Service Provided: DOT Transportation Provider

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Total One-Way Trips	7,188	5,595	5,825	5,987	5,854	5,930	6,402						42,781
Title III-B One-Way Rides*	1,696	1,472	1,576	1,364	1,257	1,425	1,573						10,363
Participant Information													
White	195	61	58	29	22	20	94						479
Native American	8	2	1	1	1	2	2						17
Asian	-	-	-	-	-	-	-						-
Black	2	1	-	1	1	-	-						1
Hispanic	-	-	-	-	-	1	-						4
Other	205	64	59	31	24	23	96						502
Total Unduplicated Persons	9	3	2	3	1	2							20
White Economically Needy	7	2	1	1	2	1	1						14
Non-White Econ. Needy	1	1	5	1	1	8							16
Frail/ Disabled													
Outreach	19,051	15,508	15,956	15,920	15,253	16,524	17,284						115,496
Total Miles	30	29	30	29	27	31	30						206
Days of Operation	635	535	532	549	565	533	576	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	561
Average Miles Per Day													

* Title III-B Rides should not include rides that are provided through service contracts or agreements (Medicaid - Wheelchair & Community Transportation, nursing homes, assisted living centers, adjustment training centers, mental health centers, RSVP, etc..).

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2025 through September 30th, 2026

Month	Elderly Ambulatory	Elderly Non-ambulatory	Handicap Ambulatory	Handicap Non-ambulatory	General Public	Youth	Totals
OCTOBER 2025							
Passenger Type	1,202	494	1,696	116	583	3,097	7,188
November 2025							
Passenger Type	994	478	1,263	98	602	2,160	5,595
December 2025							
Passenger Type	1,069	507	1,436	69	649	2,095	5,825
January 2026							
Passenger Type	1,002	362	1,460	89	657	2,417	5,987
February 2026							
Passenger Type	925	332	1,530	82	619	2,366	5,854
March 2026							
Passenger Type	1,033	392	1,563	113	644	2,185	5,930
April 2026							
Passenger Type	986	587	1,546	135	466	2,682	6,402
May 2026							
Passenger Type							0
June 2026							
Passenger Type							0
July 2026							
Passenger Type							0
August 2026							
Passenger Type							0
SEPTEMBER 2026							
Passenger Type							0
TOTAL FISCAL YEAR							
Passenger Type	7,211	3,152	10,494	702	4,220	17,002	42,781
GRAND TOTAL							

Palace Transit Monthly Ridership Report
Fiscal Year: October 1st, 2025 through September 30th, 2026

OCTOBER	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		3,136	1,198	1,315	172	232	1,077	7,188
November	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,171	1,038	1,110	118	179	907	5,595
December	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,054	1,074	1,232	86	271	1,042	5,825
January	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,453	1,148	1,027	71	213	1055	5,987
February	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,416	1,164	1,045	49	237	920	5,854
March	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,218	1,145	1,148	124	209	1,068	5,930
April	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type		2,675	1,036	1,165	54	230	1,120	6,402
May	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type								0
June	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type								0
July	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type								0
August	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type								0
SEPTEMBER	Trip	Education	Employment	Medical	Nutrition	Shopping	Social Rec	
Type								0
TOTAL FISCAL YEAR	Education	Employment	Medical	Nutrition	Shopping	Social Rec		
Trip Type	17,123	7,803	8,042	674	1,571	7,189		42,781
GRAND TOTAL								42,781

Transit Fiscal Year End Summary

Unduplicate	59 & Under	60 & Over	Total Rides	Total Miles
October	304	205	7188	19051
November	42	64	5595	15508
December	79	59	5825	15956
January	43	31	5987	15920
February	26	24	5854	15253
March	32	23	5930	16524
April	55	96	6402	17284
May				
June				
July				
August				
September				
Year to Date	581	502	42781	115496

Fiscal Year to Date		
	2024	2025
Total Rides	87791	72786
Total Miles	202883	198291

October 2025 - September 2026 Eligible Nutrition Meals

November 2025

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	265	404	1800	150	265	300	-35
Tripp	2228	1667	13200	1100	2228	2200	28
Meadowlawn	334	362	2640	220	334	440	-106
Wesley Acres	581	656	4200	350	581	700	-119
JVCC	859	648	6600	550	886	1100	-241
Dine Card	928	771	6000	500	928	1000	-72
Second Meals	1232	1080	7500	625	1254	1250	-18
Greenridge	232	318	2100	175	232	350	-118
Total	6659	5906	44040	3670	6708	7340	-681
*No meals in June or July							
Site	November		Monthly Goal	Difference			
Mt.Vernon	118		150	-32			
Tripp	1027		1100	-73			
Meadowlawn	146		220	-74			
Wesley Acres	269		350	-81			
JVCC	403		550	-147			
Dine Card	380		500	-120			
Second Meals	577		625	-48			
Greenridge	105		175	-70			
Total	3025		3670	-645			
Eligible & Ineligible	3047						

October 2025 - September 2026 Eligible Nutrition Meals

November 2025

Site	November	Last Year November	Year To Date		
County Fair Dine Ca	169	274		442	
Coborns Dine Card	211	84		486	
JVCC Congregate	403	312		859	
JVCC 2nd Meals	577	426		1232	
Wesley Acres 2nd	9	0		9	
Meadowlawn 2nd	20	30		40	
Greenridge 2nd	40	6		80	
Total 2nd Meals	662	512		1383	
Eligible 2nd Meals	646	480		1361	
Ineligible 2nd Meal	16	32		22	
Greenridge Ineligib	0	0		0	
JVCC Ineligible	6	37		27	
Meadowlawn Inelig	0	0		0	

October 2025 - September 2026 Eligible Nutrition Meals

December 2025

Site	December	Last Year December	Year To Date		
County Fair Dine Ca	170	226		612	
Coborns Dine Card	216	124		702	
JVCC Congregate	362	304		1221	
JVCC 2nd Meals	564	535		1796	
Wesley Acres 2nd	2	0		11	
Meadowlawn 2nd	22	42		62	
Greenridge 2nd	50	10		130	
Total 2nd Meals	656	655		2039	
Eligible 2nd Meals	638	595		1999	
Ineligible 2nd Meal	18	60		40	
Greenridge Ineligib	0	0		0	
JVCC Ineligible	6	70		33	
Meadowlawn Inelig	0	0		0	

October 2025 - September 2026 Eligible Nutrition Meals

January 2026

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	490	749	1800	150	490	600	-110
Tripp	4495	3500	13200	1100	4495	4400	95
Meadowlawn	691	719	2640	220	691	880	-189
Wesley Acres	1256	1321	4200	350	1256	1400	-144
JVCC	1608	1276	6600	550	1647	2200	-592
Dine Card	1670	1503	6000	500	1670	2000	-330
Second Meals	2393	2294	7500	625	2438	2500	-107
Greenridge	445	588	2100	175	445	700	-255
Total	13048	11950	44040	3670	13132	14680	-1632
*No meals in June or July							
Site	January		Monthly Goal		Difference		
Mt.Vernon	126		150		-24		
Tripp	1123		1100		23		
Meadowlawn	171		220		-49		
Wesley Acres	311		350		-39		
JVCC	387		550		-163		
Dine Card	356		500		-144		
Second Meals	597		625		-28		
Greenridge	92		175		-83		
Total	3163		3670		-507		
Eligible & Ineligible	3174						

October 2025 - September 2026 Eligible Nutrition Meals

January 2026

Site	January	Last Year January	Year To Date
County Fair Dine Card	158	225	770
Coborns Dine Card	198	157	900
JVCC Congregate	387	324	1608
JVCC 2nd Meals	597	679	2393
Wesley Acres 2nd	0	0	11
Meadowlawn 2nd	14	49	76
Greenridge 2nd	40	20	170
Total 2nd Meals	656	759	2695
Eligible 2nd Meals	651	748	2650
Ineligible 2nd Meals	5	11	45
Greenridge Ineligible	0	0	0
JVCC Ineligible	6	19	39
Meadowlawn Ineligible	0	0	0

October 2025 - September 2026 Eligible Nutrition Meals

February 2026

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	621	909	1800	150	621	750	-129
Tripp	5590	4429	13200	1100	5590	5500	90
Meadowlawn	854	896	2640	220	854	1100	-246
Wesley Acres	1551	1639	4200	350	1551	1750	-199
JVCC	2013	1543	6600	550	2056	2750	-737
Dine Card	2043	1809	6000	500	2043	2500	-457
Second Meals	3022	2819	7500	625	3092	3125	-103
Greenridge	540	732	2100	175	540	875	-335
Total	16234	14776	44040	3670	16347	18350	-2116
*No meals in June or July							
Site	February		Monthly Goal		Difference		
Mt.Vernon	131		150		-19		
Tripp	1095		1100		-5		
Meadowlawn	163		220		-57		
Wesley Acres	295		350		-55		
JVCC	405		550		-145		
Dine Card	373		500		-127		
Second Meals	629		625		4		
Greenridge	95		175		-80		
Total	3186		3670		-484		
Eligible & Ineligible	3215						
Congregate	2557						
Grab & Go Meals	629						

October 2025 - September 2026 Eligible Nutrition Meals

February 2026

Site	February	Last Year February	Year To Date
County Fair Dine Card	192	171	962
Coborns Dine Card	181	135	1081
JVCC Congregate	405	267	2013
JVCC 2nd Meals	626	525	3019
Wesley Acres 2nd	15	15	26
Meadowlawn 2nd	20	40	96
Greenridge 2nd	40	20	210
Total 2nd Meals	729	648	3424
Eligible 2nd Meals	704	600	3354
Ineligible 2nd Meals	25	48	70
Greenridge Ineligible	0	4	0
JVCC Ineligible	4	55	43
Meadowlawn Ineligible	0	0	0

October 2025 - September 2026 Eligible Nutrition Meals

March 2026

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	769	1063	1800	150	769	900	-131
Tripp	6849	5483	13200	1100	6849	6600	249
Meadowlawn	1024	1101	2640	220	1024	1320	-296
Wesley Acres	1881	1985	4200	350	1881	2100	-219
JVCC	2516	1899	6600	550	2564	3300	-784
Dine Card	2367	2218	6000	500	2367	3000	-633
Second Meals	3663	3436	7500	625	3767	3750	-87
Greenridge	655	863	2100	175	655	1050	-395
Total	19724	18048	44040	3670	19876	22020	-2296
*No meals in June or July							
Site	March		Monthly Goal		Difference		
Mt.Vernon	148		150		-2		
Tripp	1259		1100		159		
Meadowlawn	170		220		-50		
Wesley Acres	330		350		-20		
JVCC	503		550		-47		
Dine Card	324		500		-176		
Second Meals	641		625		16		
Greenridge	115		175		-60		
Total	3490		3670		-180		
Eligible & Ineligible	3529						
Congregate	2849						
Grab & Go Meals	641						

October 2025 - September 2026 Eligible Nutrition Meals

March 2026

Site	March	Last Year March	Year To Date
County Fair Dine Card	152	209	1114
Coborns Dine Card	172	200	1253
JVCC Congregate	503	356	2516
JVCC 2nd Meals	641	617	3663
Wesley Acres 2nd	10	0	36
Meadowlawn 2nd	20	30	116
Greenridge 2nd	50	0	260
Total 2nd Meals	755	687	4179
Eligible 2nd Meals	721	657	4075
Ineligible 2nd Meals	34	30	104
Greenridge Ineligible	0	0	0
JVCC Ineligible	5	38	48
Meadowlawn Ineligible	0	0	0

October 2025 - September 2026 Eligible Nutrition Meals

April 2026

Site	YTD Eligible	LY	Year Projection	Monthly Goal	Total Meals Served	YTD Projection	Diff to Projection
*Mt. Vernon	904	1250	1800	150	904	1050	-146
Tripp	8019	6620	13200	1100	8019	7700	319
Meadowlawn	1183	1284	2640	220	1183	1540	-357
Wesley Acres	2220	2331	4200	350	2220	2450	-230
JVCC	3016	2314	6600	550	3065	3850	-834
Dine Card	2727	2671	6000	500	2727	3500	-773
Second Meals	4331	3968	7500	625	4462	4375	-44
Greenridge	769	991	2100	175	769	1225	-456
Total	23169	21429	44040	3670	23349	25690	-2521
*No meals in June or July							
Site	April		Monthly Goal		Difference		
Mt.Vernon	135		150		-15		
Tripp	1170		1100		70		
Meadowlawn	159		220		-61		
Wesley Acres	339		350		-11		
JVCC	500		550		-50		
Dine Card	360		500		-140		
Second Meals	668		625		43		
Greenridge	114		175		-61		
Total	3445		3670		-225		
Eligible & Ineligible	3473						
Congregate	2777						
Grab & Go Meals	668						

October 2025 - September 2026 Eligible Nutrition Meals

April 2026

Site	April	Last Year April	Year To Date
County Fair Dine Ca	181	242	1295
Coborns Dine Card	179	211	1432
JVCC Congregate	500	415	3016
JVCC 2nd Meals	668	532	4331
Wesley Acres 2nd	0	0	36
Meadowlawn 2nd	12	10	128
Greenridge 2nd	50	0	310
Total 2nd Meals	757	570	4936
Eligible 2nd Meals	730	542	4805
Ineligible 2nd Meal	27	28	131
Greenridge Ineligib	0	0	0
JVCC Ineligible	1	40	49
Meadowlawn Inelig	0	0	0

Mitchell Volunteer Program Report

Month: November 25 – May 26

1. Volunteers

Total Volunteers– 116

2. Stations:

Total Stations– 69

3. Volunteer Placements

1. Mitchell Volunteer Patrol
2. Abbott House
3. Safehouse
4. The Caring Closet / Food Pantry
5. Carnegie
6. Lovefeast
7. JVCC
8. Nutrition
9. Mitchell Library
10. Mitchell Headstart – Reading
11. Headstart – Making Hats and Mittens
12. Mitchell Animal Rescue
13. Mitchell Snack Pack Program
14. Mitchell Chamber – Event Prep
15. Meals on Wheels Daily
16. Salvation Army
17. Food Pantry
18. Avera Queen of Peace Hospital & Hospice
19. Volunteers helping neighbors with home chores & care

4. 2025 Hours

7,048 hours were reported for 2025

May 2026 James Valley Community Center Activities

Monday	Tuesday	Wednesday	Thursday	Friday
<p>JVCC OFFICE 605-995-8048 Mon-Fri 8 am-5 pm</p>		<p>Rusty Rierson Sunday May 24th 3-5 pm Live Music * Snacks * Prizes Members \$7, Non-Members \$10</p>	<p>All Activities Subject To Change</p>	<p>Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool 10:30 am 10 pt Pitch 1 pm</p>
<p>4 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool/Darts 10:30 am 30 pt Pitch 1 pm Line Dancing 1-2 pm</p>	<p>5 Walking 9:15 am Mah Jongg 1 pm BINGO 1 pm </p>	<p>6 Quilting 9 am Walking 9:15 am Coffee 9:30-10:30 am Exercise 9:45 am Pool 10:30 am Ponytail Canasta 1 pm</p>	<p>7 Quilting 9 am Walking 9:15 am Cribbage 10 am Mah Jongg/Pinochle 1pm</p>	<p>8 Quilting 9 am Walking 9:15 Exercise 9:45 Pool 10:30 am 10 pt Pitch 1 pm</p>
<p>11 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool/Darts 10:30 am Blood Pressure Checks 11-Noon 30 pt Pitch 1 pm Line Dancing 1-2 pm </p>	<p>12 Walking 9:15 am Mah Jongg 1 pm</p>	<p>13 Quilting 9 am Walking 9:15 am Coffee 9:30-10:30 am Exercise 9:45 am Pool 10:30 am Ponytail Canasta 1 pm</p>	<p>14 Quilting 9 am Walking 9:15 am Mah Jongg/Pinochle 1pm BINGO 6:30 pm </p>	<p>15 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool 10:30 am 10 pt Pitch 1 pm</p>
<p>18 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool/Darts 10:30 am 30 pt Pitch 1 pm Line Dancing 1-2 pm</p>	<p>19 Walking 9:15 am Mah Jongg 1 pm BINGO 1 pm </p>	<p>20 Quilting 9 am Walking 9:15 am Coffee 9:30-10:30 am Exercise 9:45 am Pool 10:30 am Ponytail Canasta 1 pm</p>	<p>21 Quilting 9 am Walking 9:15 am Cribbage 10 am Mah Jongg/Pinochle 1pm</p>	<p>22 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool 10:30 am 10 pt Pitch 1 pm</p>
<p>25 </p>	<p>26 Walking 9:15 am Mah Jongg 1 pm</p>	<p>27 Quilting 9 am Walking 9:15 am Coffee 9:30-10:30 am Exercise 9:45 am Doubles Pool Tournament 10:30 AM Ponytail Canasta 1 pm</p>	<p>28 Quilting 9 am Walking 9:15 am Mah Jongg/Pinochle 1pm BINGO 6:30 pm </p>	<p>29 Quilting 9 am Walking 9:15 am Exercise 9:45 am Pool 10:30 am 10 pt Pitch 1 pm</p>