



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

1. Call To Order

Jay called the May 14th, 2026, Community Services Advisory Board Meeting to order at 10:00am.

2. Roll Call

Members Present: Jay Larson, Penny Virchow, Cole Morgan, Kristi Bitterman, Sarah Beckstrom, and Jan Quenzer

Members Absent: Wendy Linke and Al Jacklin

Ex-Officio Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of the Agenda

A motion was made by Jan Quenzer 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 Cole Morgan second by Kristi Bitterman to approve the December 2025 meeting minutes. All members present voting aye, motion carried.

5. Transit 5311 Audit

The 5311 Audit that was conducted for the month of November 2025 was finalized by the SD Department of Transportation. No errors were found for this reporting month.

6. Transit Software Procurement

Our current Transit Software was procured using a request for quotes. The SD DOT advised us to complete a new procurement for our upcoming agreement utilizing the RFP process. Five vendor bids were submitted and are currently being reviewed.

7. Transit 5311 & Title IIIB Grant

The Transit 5311 & Title IIIB Grant is the annual operating and administrative grant. Palace Transit grant application of \$1,137,508.44 was approved by the Mitchell City Council and has been submitted.

8. Palace Transit 5339 Grant

Two 5339 Grants were awarded to Palace Transit for equipment and vehicles. Supplemental funding for the local share, for equipment was approved by the Mitchell City Council for the 2026 budget. Local share for the vehicles will be included in the 2027 City Budget.

9. Palace Transit Passenger Handbook

Board Members were given a copy of the proposed changes to the Palace Transit Handbook. Jessica reviewed the changes with the board, and they suggested we add a policy on the Youth Transportation Forms that are filled out for unaccompanied minors who ride the bus. Motion was made by Cole Morgan second by Penny Virchow to approve all the changes to the Palace Transit Handbook. All members present voting aye, motion carried.

10. Nutrition Grant

A copy of the 2026-2027 DHS Title III Nutrition Grant Application was handed out to the board members. The grant application was submitted to the state on Monday, May 11th, 2026. We have applied to add Parkston, Woonsocket, and also the Mitchell Meals on Wheels Program.

11. Food Safety Inspection

The James Valley Community Center Food Service Inspection Report was done on February 25th, 2026. We received a 100%, with no findings.

12. United Way Annual Reports

The United Way Annual Reports for the Adult Nutrition Program and the James Valley Community Center were submitted on February 12th, 2026. The reports show the results for 2025, and how the funds helped the programs.

13. United Way Application

United Way Funds Applications for the upcoming year have been submitted to the Mitchell Area United Way. We submitted a request for Nutrition — \$5,000; James Valley Community Center — \$10,000; Mitchell Volunteer Program — \$5,000.

14. Department Reports

A. Palace Transit

The Palace Transit Rideship Reports for November 2025 through April 2026 were given to the board members. The report breaks down the rides with special emphasis on the elderly riders, handicap riders, school-age riders, and general public riders. It also breaks down education, employment, medical, nutrition, shopping, social recreation, and same-day rides. Jessica also noted that she met with the Mitchell Food Pantry and is working on providing transportation to their participants.

B. Adult Nutrition

Board members were given the November 2025 through April 2026 Nutrition reports. For this fiscal year we are up meals compared to last year and down to our projections. The Second Meals and the Dine Card meals are both up compared to this time last year.

C. Mitchell Volunteer Program

We currently have 116 volunteers enrolled in the Mitchell Volunteer Program. The report given to the board members show the non-profits in the community where volunteers helped from December 2025 - April 2026.

D. James Valley Community Center

The activity calendar for May was provided, to show all the activities that are happening at the James Valley Community Center. In April there was a lunch & learn put on by Peaceful Pines about downsizing. There was also a City Council Candidate Forum held at the JVCC. Rusty Rierson will be playing on May 24th at the James Valley Community Center.

15. Next Meeting

The next meeting date will be on Thursday, September 10th, 2026 at 10:00 am. There will be no meeting in July.

16. Adjournment

The meeting was adjourned by Jay Larson at 10:50am.