

## Community Services Advisory Board Meeting Minutes

Thursday November 18th, 2021

10:00am @ City Hall Council Chambers

612 North Main

**Call To Order:** Kristi Bitterman, Jordan Unterbrunner, Bonnie Scott, Tonya Klingaman, & Jan Quenzer

**Members Absent:** Cole Morgan & Whitney Kroupa

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

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

**Agenda:** Motion was made by Bonnie Scott, second by Jordan Unterbrunner to approve the agenda. All members voting aye, motion carried.

**Meeting Minutes:** Motion was made by Jan Quenzer, second by Tonya Klingaman to approve the last meeting minutes. All members present voting aye, motion carried.

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### 1. Transit Policies

City of Mitchell Attorney, Justin Johnson, explained we can no longer prohibit firearms on the bus. A complaint about a city policy that states the prohibition of firearms led to an investigation by the Attorney General. On November 3<sup>rd</sup> we got the final word that the policy and/or signage regarding firearms in transit vehicles needs to be changed to remove the prohibition of firearms based on the following statute. No municipality may pass and ordinance that restricts or prohibits, or imposes any licensure requirement or licensure fee on the possession, storage, transportation, purchase, sale, transfer, ownership, manufacture, or repair of firearms or ammunition or their components. Any ordinance prohibited by this section is null and void. Motion was made by Bonnie Scott, second by Tonya Klingaman to remove the policy from the Passenger Handbook and to remove the signs from the busses. All members present voting aye, motion carried.

### 2. Procurement Policy

Board members were given a copy of the current Procurement Policy. The policy was updated by SD DOT. The purpose of the policy is to instill public confidence in the procurement process of Community Services. To ensure fair and equitable treatment for all vendors who seek to deal with the Community Services department. Ensure maximum open and free competition in the expenditure for public funds. Provide the safeguards to maintain a procurement system of quality and integrity. Motion was made by Tonya Klingaman, second by Bonnie Scott to approve the updated Procurement Policy. All members present voting aye, motion carried.

### 3. Palace Transit Passenger Appeal

Harley Johnson was declined transportation for this current school year due to past incidents that have occurred. Incidents include damage to busses, breaking plexi glass that is secured directly behind the driver's head, biting, rocking her mobility device while on the lift, and more. The Mitchell Public School District, who pays for Harley's rides, filed a written appeal, asking to reinstate transportation for Harley. They said Harley has made some positive changes and they believe she would not cause any more trouble. Motion was made by Bonnie Scott, second by Jan Quenzer to allow Harley to ride for 60 days with an attendant with no further incidents. All members present voting aye, motion carried.

### 4. SD DOT Surface Transportation Grant Agreement

The Mitchell City Council approved the SD DOT Surface Transportation Grant Agreement Monday night. The Transportation Grant went into effect on October 1<sup>st</sup>, but we did not receive the agreement until November. The agreement is for a grant award of federal financial assistance for Palace Transit.

5. Palace Transit Contract

Board members were asked to approve a contract with Vocational Rehabilitation out of Bismarck, ND to provide rides for a Vocational Rehab client. Motion was made by Tanya Klingaman, second by Bonnie Scott to approve the contract with the Vocational Rehabilitation. All member present voting aye, motion passed.

6. Blizzard Meals

Blizzard meals are offered to participants for \$2.00 per meal. The meals are to be used if the power ever goes out and you don't have access to electricity to cook. They meet 1/3 of your Daily Required Intake and are shelf stable for up to one year.

7. Citizens Input

No citizens input to record.

8. Department Reports And Updates

8.I. Palace Transit

The year to date Ridership Report for November was given to the board members. The report breaks down the rides by special emphasis, elderly riders, handicap riders, medical rides, employment, Nutrition, Social Rec, education, shopping, general public, school age, and total rides. The ridership was up for the months. Palace Transit is now fully staffed with two new part-time bus drivers.

8.II. Mitchell Volunteer Program

We currently have 248 volunteer enrolled in the MVP Program. Report was given to members of the volunteer opportunities for October.

8.III. Adult Nutrition

Board members were given the October Nutrition report. We are down 270 meals to our projections for the fiscal year. We distributed 580 second meals and 262 Dine Card Meals for October. We are down 1537 meals compared to last year. Total eligible and non-eligible meals served for October was 4056. We will be getting in two seasonal second meals on our truck next week. They will be a turkey and a ham meal.

8.IV. James Valley Community Center

The JVCC November Activities Calendar was included in the packet and shows all the events going on for the month. We have hired Kim Burg as the Part-Time Activities Coordinator for the James Valley Community Center. Kim was previously an Activities Coordinator at JVCC so she know the job. She has already planned a bus trip, Christmas music sing-a-long, and an After Holiday Party. We have also hired a part-time custodian for the James Valley Community Center. We are still looking for a part-time office assistant.

**Next Meeting Date:** January 13th, 2022 -There will be no meeting in December

**Adjournment:** Meeting adjourned at 10:30 am

Respectfully Submitted by: Amy Hurt - Community Services Coordinator / City of Mitchell Community Services Department