

Community Services Advisory Board Meeting Minutes

Thursday March 10th, 2022

10:00 am @ City Hall Council Chambers

612 North Main

Call To Order: Kristi Bitterman called the March 10th, 2022 Community Services Advisory Board Meeting to order at 10:03 am.

Members Present: Kristie Bitterman, Jordan Unterbrunner, Bonnie Scott, Whitney Kroupa, & Jan Quenzer

Members Absent: Tonya Klingaman and Cole Morgan

Ex-Officio Member: Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion was made by Bonnie Scott, second by Jan Quenzer to approve the agenda. All members present voting aye, motion carried.

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

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1. Sunday Transit Service

Due to being short staffed, Jessica requested the board consider closing on Sundays until the staffing needs are filled. Due to shortages of part time drivers we have to use full-time drivers on Sundays, which takes away a full-time driver during the week. We then have issues getting people to work, school, and medical appointments during the week due to giving the full-time driver a day off for working on Sunday. We currently have openings for one full-time driver and three part-time drivers. Motion was made by Bonnie Scott, second by Jan Quenzer to close on Sundays, until staffing needs are filled and once they are filled we can reopen without the board consent. All members present voting aye, motion carried.

2. Transit Grants

Board members were given the awarded grant totals for Transit Software, additional bus cameras, bus tablet upgrades, key fobs for bus barn, 3 new busses, operating payroll expense, and preventive maintenance. All which have been approved by City Council.

3. Bus Cameras

Currently there are two cameras installed on each bus, one in the front and one in the back. Grant money will be used to purchase cameras for the outside of the bus. If there is an issue on the bus we can pull the video and watch it.

4. Transit Asset Management Plan

Transit is required to submit an annual narrative report to the National Transit Database that describes the progress made during the year to meet the targets previously set for that year. We use the State Transit Management program, which tracks revenue vehicles, non-revenue vehicles, and facilities.

5. Mitchell Master Transportation Plan

The South Dakota Department of Transportation, City of Mitchell, and Davison County have partnered in the development of a long-range Master Transportation Plan for the Mitchell area. The plan with help guide

transportation decisions and investment for primary modes of travel, including vehicle, bicycle, pedestrian, transit, & air. The study is currently in stage C, which is a future needs analysis. Board members were encouraged to view the link on the City Website. The data collected will be used for future grants & planning.

6. Nutrition Equipment

The equipment ordered through the Nutrition Equipment Title III Grant is on its way. We have installed the water fountain and the fridge, freezer, dishwasher, stove, oven range, and ice machine are all shipped. We still need to order the washer and dryer and are currently working on the to-go supplies.

7. Hunger Flakes Results

The goal for the hunger flakes was \$7,840, which is one 20 meal punch ticket for 98 seniors for the Adult Nutrition Meals. We raised \$14,195.00 for those seniors in need of food. Donations are needed all year long to help feed the seniors who are in need of a hot nutritious meal and can't afford them.

8. Community Services Staff

We have hired a part-time janitor, Tony and also Cole a Work Study Student that helps with office tasks. We will be doing interviews for a part-time Office Assistant opening next week.

9. Citizens Input

No citizens input to record.

10. Department Reports And Updates

10.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 month. December thru February will be given at the next meeting.

10.II. Mitchell Volunteer Program

We currently have 240 volunteer enrolled in the MVP Program. Report was given to members of the volunteer opportunities for November thru February.

10.III. Adult Nutrition

Board members were given the November - February Nutrition reports. We are down 1419 meals to our projections for the fiscal year. We distributed 4767 second meals and 2,142 Dine Card Meals since June 2021, which is the start of the nutrition fiscal year. We are down 535 meals compared to last year. Total eligible and non-eligible meals served so far this fiscal year is 35,930.

10.IV. James Valley Community Center

The JVCC March Activities Calendar was included in the packet and shows all the events going on for the month. For March Kim has planned a bus trip, a St. Patrick's Day party, Fashion Show, and a Sunday dance which has had a great response.

Next Meeting Date: April 14th, 2022

Adjournment: Meeting adjourned at 10:36 am

Respectfully Submitted by:

Amy Hurt - Community Services Coordinator / City of Mitchell Community Services Department