

Community Services Advisory Board Meeting Minutes

Thursday October 14th, 2021

10:00am @ City Hall Council Chambers

612 North Main

Call To Order: Kristi Bitterman called the October 14th, 2021 Community Services Advisory Board Meeting to order at 10:00am.

Members Present: Kristi Bitterman, Whitney Kroupa, Bonnie Scott, Tonya Klingaman, & Cole Morgan

Members Absent: Jan Quenzer & Jordan Unterbrunner

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

10/14/2021 - Minutes

1. New Member Introductions

Introductions were done with new member Tonya Klingaman. New board member lists were given to each member.

2. Transit Summer Bus Pass

The Summer Buss Pass results were included in the packet. There was 816 Summer Buss Pass rides this summer, which is up from last year.

3. SD DOT CRRSAA Grant

The SD DOT CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) Grant is between Transit and the State. Transit was granted \$2,028.54 in Federal funds to use for purchasing PPE equipment. Mitchell City Council has approved the grant.

4. Palace Transit Bus Grant

The Palace Transit Bus Grant was approved for the purchase of two new busses. The federal share is \$130,000 (80%) and the local share is \$32,500 (20%). The two new busses will replace two older busses which will be sold via City Auction. The Mitchell City Council has approved the grant and is in the city's 2022 budget.

5. Transit Coordination Plan Update

The Federal Government requires the Transit Coordination Plan to be rewritten every 5 years, and updated yearly. The update was submitted to the state and approved.

6. United Way Approved Funds

Board members were given the amounts awarded for each department from United Way. The James Valley Community Center was approved for \$7,500.00, Mitchell Volunteer Program was approved for \$3,000.00, and the Adult Nutrition Program was awarded \$1,000.00.

7. Nutrition Contracts

The Board Members were given a list of Nutrition Contracts for the caterers of the Adult Nutrition Program to approve for this fiscal year. Motion was made by Bonnie Scott, second by Tonya Klingaman to approve all the Nutrition Contracts. All members present voting aye, motion carried.

8. Nutrition Giving Tree

The Adult Nutrition Giving Tree will be snowflakes again this year. The snowflakes are the best options due to lack of traffic in the building. In addition to having the snowflakes on the drive-thru window we will put them up in the center also. Last year's donations doubled from the year before due to the drive-thru window.

9. Standard Operating Procedures

Due to changes in staff and processes we have updated the Standard Operating Procedures for all departments accounting for revenue and expenses. Motion was made by Bonnie Scott, second by Cole Morgan to approve the Standard Operating Procedures. All members present voting aye, motion carried.

10. Holiday Operations

Board members were given a copy of the City of Mitchell Holidays that are observed and the current holiday operating schedule for Palace Transit. They discussed closing Transit on all City Holidays except Juneteenth and Veterans Day due to the salary expenses of the drivers working on the holidays and lack of riders. Motion was made by Tonya Klingaman, second by Bonnie Scott to change Palace Transit Holidays to offices closed & busses operating on Juneteenth and Veterans Day at the rate of \$3.00 per ride, with all other holidays closed. All members present voting aye, motion carried.

11. 2021 Holidays

With Christmas falling on a Saturday, the City of Mitchell will observe Christmas Eve on December 23, (closing at noon) and Christmas on December 24th (closed). Also New Year's Day will be observed on December 31st due to it falling on a Saturday. Motion was made by Bonnie Scott, second by Cole Morgan for Palace Transit to close at noon on December 23rd, closed on December 24th & 25th, and also closed December 31st and January 1st. All members present voting aye, motion carried.

12. 2022 JVCC Membership Fee

With no JVCC Activity Coordinator hired yet, Jessica has been taking care of daily JVCC duties. She suggested that with the renewal of the memberships in 2022 members will be given a \$5.00 discount if they elect to receive their newsletter by email instead of a paper copy. It would save \$6.60 per person a year in mailing costs if they elect to get it by email. Motion was made by Cole Morgan, second by Tonya Klingaman to give a \$5.00 discount on the JVCC membership if they elect to receive their newsletter by email. All members present voting aye, motion carried.

13. Citizens Input

No citizens input to record.

14. Department Reports And Updates

14.I. Palace Transit

The year to date Ridership Report for July and August was given to the board members. The report breaks down the rides by special emphasis, elderly riders, handicap riders, general public, school age, unduplicated under 59, elderly unduplicated over 60, total riders, miles, and Headstart. The ridership totals were both up on rides and miles. The report breaks down the 5311 rides and the Headstart rides, however we will not have the Headstart rides for this school year.

14.II. Mitchell Volunteer Program

We currently have 249 volunteer enrolled in the MVP Program. Report was given to members of the volunteer opportunities for August and September.

14.III. Adult Nutrition

Board members were given the August & September Nutrition reports. We are down 180 meals to our projections for the fiscal year. We distributed 466 second meals in August & 485 in September. For August we had 255 Dine Card Meals, and September we had 214. We are down 1332 meals compared to last year. Total eligible and non-eligible meals served for August was 4209 and September was 4230.

14.IV. James Valley Community Center

The JVCC Activities Calendar was included in the packet. We are currently looking for an Activities Coordinator for the James Valley Community Center. It has been decided since we have been losing money on dances that we discontinue them until an Activities Coordinator is hired. The DWU Nursing Students have been giving presentations twice a month on a variety of topics that are beneficial for members.

Next Meeting Date: November 18th, 2021 (due to Veterans Day on November 11th)

Adjournment: Meeting adjourned at 10:45

Respectfully Submitted by:

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