

Community Services Advisory Board Meeting Minutes
Thursday April 8th, 2021
10:00am @ City Hall Council Chambers
612 North Main

Call To Order: Kristi Bitterman called the April 8th, 2021 Community Services Advisory Board Meeting to order at 10:00am.

Members Present: Kristi Bitterman, Whitney Kroupa, Bonnie Scott, Louise Metz, Sharon Rehorst, & Mark Limberg

Members Absent: Wanda Baker

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion was made by Mark Limberg, second by Sharon Rehorst to approve the agenda. All members present voting aye, motion carried.

Meeting Minutes: Motion was made by Sharon Rehorst, second by Louise Metz to approve the last meeting minutes. All members present voting aye, motion carried.

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1. **Palace Transit Contracts**

Palace Transit Contracts that are due in the next two months were discussed. Motion was made by Bonnie Scott, second by Sharon Rehorst to approve all contracts. All members present voting aye, motion carried.

2. **Capital Grant Application**

Palace Transit is applying for the SD DOT Capital Grant for Equipment, Rolling Stock, and Facility. The grant includes software update, replace driver tablets, key fobs for bus barn, tires, possibly busses, and cameras for the busses. The application will be on the City Council Agenda for approval.

3. **Cares Act Funding**

After going back and forth with the state the Nutrition program along with the Corn Palace received \$128,887.39 in Cares Act Funding. The Nutrition portion is \$12,460.79.

4. **Parkston Nutrition Site**

February Amy received a notice that Boom's in Parkston was closing as of February 19th. The next week Sean Moen from the Overtime Steakhouse contacted us and was interested in taking over the program in Parkston.

Overtime Steakhouse in Parkston took over on Monday February 22nd. The participants have been happy with the new site.

5. **COVID Operation Plan**

The board discussed if we should move on from Phase 3 of the COVID Operation Plan. Jessica suggested if we were to operate as normal that we would recommend social distancing and face masks. We would also keep the nutrition times the same and require no activities in the main room during lunch. We would also keep the door to the City Offices locked for now. Motion was made by Sharon Rehorst, second by Louise Metz to move to operations as normal, with the staff recommendations. All members present voting aye, motion carried.

6. Board Terms / Vacancies

Mark Limberg is being replaced by Jordan Unterbrunner representing Palace Transit and the empty MVP spot will be filled by Cole Morgan. The two members are waiting for City Council Approval. There are two more members that will be replaced in July due to their terms expiring. Jessica is planning a new board member orientation after both have been approved.

7. Citizens Input

No citizens input to record.

8. Department Reports And Updates

8.I. Palace Transit

The year to date Ridership Report for January & February was given to the board members to look over. 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 January & February ridership totals were both down on rides and miles. The report breaks down the 5311 rides and the Headstart rides.

8.II. Mitchell Volunteer Program

Volunteer opportunities have been minimal due to the COVID-19, but have started to pick up in the last couple of weeks. We currently have 245 volunteers enrolled in the MVP Program.

8.III. Adult Nutrition

Board members were given January, February, and March Nutrition reports. We are down 5229 meals to our projections for this fiscal year. We distributed 5041 second meals this fiscal year and had a total of 1963 Dine Card Meals. We are down 4510 meals compared to this same time last year. We are also applying to the SD Dept. of Human Services for Nutrition equipment funding. Items that we are applying for include a new water fountain, ice machine, dishwasher, washer & dryer, refrigerator, freezer, stove top with range, & convection ovens.

8.IV. James Valley Community Center

The JVCC Activities Report was included in the packet. Dances and bingo have started back up with good participation. Members have started coming in for more daily activities with the increase of the COVID shots.

Next Meeting Date: May 13th, 2021

Adjournment: Meeting adjourned at 10:38am