

AGENDA

Potter Park Zoo Board

1301 S. Pennsylvania Avenue ~ Lansing, MI 48912
Telephone: 517.342.2776; Fax: 517.316.3894

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar" and click on Wednesday, August 20, 2014.

Wednesday, September 10, 2014

at 5:45 pm

POTTER PARK ZOO BOARD MEETING

**Potter Park Zoo, Education Building,
1301 S. Pennsylvania Ave., Lansing, Michigan**

1. **Call to Order**
2. **Approval of Minutes**
Minutes of August 20, 2013 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**

5. **NEW BUSINESS**
 - A. Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (Rap) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - B. Resolution Recommending the Acceptance of a \$300.00 Risk Avoidance Program (Rap) Grant Award for Body Worn Cameras for Public Safety Personal at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

6. **OLD BUSINESS**
 - A. Moose Exhibit Update
 - B. Hospital Update
 - C. Strategic Planning Update

7. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham
 - B. Financial Report – Andrew Wingeier

8. **Board Comments**
9. **Limited Public Comment** - *Limited to 3 minutes with no discussion*
10. **Informational Items**
 - A. Thank You Letters

11. **Upcoming Meeting**
 - A. Zoo Board Meeting on **October 8, 2014** at the Potter Park Zoo, Education Building.

12. **Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Potter Park Zoo will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days' notice to the Potter Park Zoo. Individuals with disabilities requiring auxiliary aids or services should contact Potter Park Zoo by writing to the Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912 or by calling 517.342.2776.

**“DRAFT” MINUTES OF THE MEETING
INGHAM COUNTY POTTER PARK ZOO BOARD
1301 S. Pennsylvania Avenue, Lansing, MI 48912
August 20, 2014**

The Ingham County Potter Park Zoo Advisory Board held a regularly scheduled meeting at the Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg./Coral Reef Room, Lansing, Michigan

BOARD MEMBERS

PRESENT: Commissioner Nolan, Commissioner Tsernoglou, Chair Groen, Rick Kibbey, Jennifer Flood, George Berghorn, Monica List, Kevin Feuka, Kyle Binkley, Aaron Davis, Mary Leys, & Dr. Snider

ABSENT: None

ALSO PRESENT: Sherrie Graham, Zoo Director; Teresa Masseur, Recording Secretary; Sally Nofs, DVM, Interim Director of Animal Health; Amy Morris, Martin Waymire; & Jill Garnett, Enrichment Coordinator

CALL TO ORDER Chair John Groen called the regular meeting of the Ingham County Zoo Advisory Board to order at 5:48 pm.

MINUTES: Moved by Chair Groen to approve and supported by Dr. Snider to approve the July 16, 2014 minutes of the regular meeting as written, **Yes-11; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

Commissioner arrived 5:52 pm.

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen asked to add the Introduction of Sally Nofs, DVM, Interim Director of Animal Health, to the agenda before Old Business and everyone was in agreement.

Introduction of Sally Nofs, DVM, Interim Director of Animal Health

Mrs. Graham introduced Dr. Nofs to the Board and said how happy she is to have her here at Potter Park Zoo and appreciates how she explains things to those who don't have an animal background.

Dr. Nofs said she is a MSU graduate and she is thrilled to be back home as she has family in the area and is from Michigan and gave them her professional background information.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham said that the bats are still there, so can't do anything with the exhibit until after October 15th, but the job is out to bid and they are waiting on the permitting process.

Hospital Financials

Mrs. Graham said they are working on the final renderings for the fundraising. She sent them a note to see if they can present them here at the September meeting. The soil borings have been completed and nothing was found.

Strategic Planning Update

Ms. Morris talked about how they met with every department in the zoo and engaged in a preliminary strategic planning process in advance of the primary process. They have gathered input from every department without their supervisors involved to discuss issues and their vision for the zoo. They have also met with docents, volunteers and members. They will compile all information into a form to present to the group that will complete the process. The group will have a representative from each department which will be the department heads as well as one representative from each Board. The department heads have not been involved in any of the input so far. There are so far about 25% complaints, 50% are easy fixes, and 25% are true visions for the zoo.

Resolution Authorizing New Charitable Walk Rates

**RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE CHARITABLE EVENTS AT POTTER PARK ZOO
RESOLUTION #14-10**

WHEREAS, the Potter Park Zoo wishes to establish a change of fees for charitable events which would cover the operational expenses of the zoo during these events; and

WHEREAS, the Potter Park Zoo has become an independent department within Ingham County and in the past has always mirrored the Parks Department fees; and

WHEREAS, the Potter Park Zoo charges for the use of the Pavilion rental only and entry fees to the zoo were waived; and

WHEREAS, the pavilion rental fees that are currently being charged will remain unchanged; and

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Potter Park Zoo charitable events fees to be charged a rate of \$4.00 per person.

BE IT FURTHER RESOLVED, the charitable event fees will become effective upon approval of the Board of Commissioners.

Moved by Commissioner Nolan and Supported by Mr. Feuka that resolution #14-10 be approved. (Yes-11; No-0). MOTION CARRIED.

Chair Groen said his intent wasn't to eliminate the discount, but was to make a per person rate within the staggering group counts and not just a flat rate.

Mrs. Graham said the flat rate is her suggestion.

Commissioner Nolan stated she would like a report back next June or July about the organizations and how many have returned and how many have not returned.

Discussion ensued. It was pointed out that the Arbor Day Celebration should not be included as a charitable event.

Commissioner Tsernoglou left at 6:45 pm.

ZOO DIRECTORS REPORT

Mrs. Graham said this is a quarterly report with a compilation from all of the departments and contains lots of information. The AZAK Chapter had their "Bowling for Rhinos" and cleared approximately \$2,600. She is very proud of them. The architects were here today for the Red Panda Exhibit. We need to get the price down a little, but looks really nice. Camel rides are leaving tomorrow and we're not sure if we will be using the same vendor next year, but definitely will be moving the rides so it's closer to their holding. The Peckham project is moving along and they will be bringing in the cement this week. She asked Mr. Berghorn to talk about the meeting they had at the zoo last Friday.

Mr. Berghorn said they met last Friday to kick off a Sustainability Planning Process. This will take a couple of forums and one of the things they will be doing is forming a Green Team. He will be providing structure for that area. The concepts which will be used are: cost neutral; cost avoidance; and cost savings measures or cost items only. There are some interesting prison/zoo partnerships forming around the country. There is a prison raising fish and delivering fish sickles to the Columbus Zoo. There are some capital costs up front for these, but there is a net savings down the road. They are looking at having the kickoff meeting sometime after Labor Day.

FINANCIAL REPORTS

Mrs. Graham said that Mr. Wingeier is on vacation and she wanted to point out on page 22, how much the attendance has increased.

BOARD COMMENTS

Mr. Feuka said he was surprised to hear about the Zookambi numbers.

Mrs. Graham said they used different software for signing up participants this year for the Zookambi classes which worked a lot better.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:08 pm.

Ms. Morris then led the group in a preliminary strategic planning discussion to gather Board input and vision.

Teresa Masseur
Recording Secretary

POTTER PARK ZOO BOARD

Meeting of September 10, 2014
Resolution #

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for a patrol vehicle at Potter Park Zoo; and

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle while adding additional lighting.

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board recommends to the Board of Commissioners acceptance of the grant funds from MMRMA in the amount of \$250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

To: Potter Park Zoo Board

From: James Tissue, Security Coordinator

Date: 08/29/2014

RE: RAP Grant

This is a resolution to accept \$250.00 from the MMRMA for a Rap Grant that was used on the patrol vehicles at the zoo.

POTTER PARK ZOO BOARD

Meeting of September 10, 2014

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$300.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR BODY WORN CAMERAS FOR PUBLIC SAFETY PERSONAL AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost for Body Worn Cameras at Potter Park Zoo; and

WHEREAS, use of these cameras will aid in proper documentation, accountability, and safety.

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board recommends to the Board of Commissioners acceptance of the grant funds from MMRMA in the amount of \$300.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

To: Potter Park Zoo Board

From: James Tissue, Security Coordinator

Date: 08/29/2014

RE: Body Worn Cameras

This is a resolution to accept \$300.00 from the MMRMA for a RAP Grant that was used for Body Worn Cameras. These Cameras are issued to Public Safety Uniform Personal to assist them during their tour of duty.



Potter Park Zoo
Board Report
September 2014

Plans are progressing for the renovation of the old spider monkey exhibit in preparation for the red panda and we are ready to present the plans to the city.

We had 592 attend Members Night, up over 200 from last year.

Along with myself, many members of our Management Team will be attending the AZA Annual Conference in Orlando, September 12-18. They are very excited to learn more about the zoo world and bring home tons of news ideas we can implement here at Potter Park. I suspect the enthusiasm generated by their attendance will carry us far into 2015.

In the wee hours of September 3, we picked up our new baby boy moose at FedEx in the Indianapolis airport. He did well with his very long trip and was thrilled to see his bottle arrived at Potter Park as well. He took it exuberantly from Kim, our keeper, and seems to be settling in nicely. I'm eager to have you see him after his quarantine period is over and Dr. Sally gives us clearance to show him off to select groups.

Our Special and Private Events reservations have grown sufficiently to increase the hours of a part time employee Deb Cadle and add Banquet Manager to her list of responsibilities here at the zoo.

During our recent severe rain storm, Pennsylvania Avenue flooded to the depth of four and a half feet of water under the viaduct. A grandparent with three small children in the back seat drove into the rising water and was stranded. Quick action on the part our Public Safety officer, Albert Manas, avoided what could have been a very tragic situation by wading in and carrying them all to safety. Kudos to Albert and our whole Public Safety team for their continued dedication to not only the zoo but willingness and ability to assist as needed with our surrounding community as well.

We are gearing up the 14th year of The Big Zoo Lesson and will have an enrollment of 55-60 classes.

I have signed the contract with the Eaton ISD for another year of our high school classes. Because of our increased space offered by the renovation of the Coral Reef room we are able to increase the class numbers by two in each session translating into \$10,000+ more revenue for the zoo.

Our Strategic Planning process is continuing with the initial information gathering phase wrapping up very soon.



**Potter Park Zoo
Board Report – Andrew Wingeier**

From this month forward, I will be distributing County Financials one week in advance of the Board Meeting. However, in order to do this, Zoo Financials from two months prior will be provided in the Board Packet and presented at Board Meetings (i.e. August's Financials will be distributed and presented in the October Board Meeting). Doing so will provide increased accuracy to the Financials since ample time will be allowed for month-end closing. During a typical month, it takes approximately three to four days from the start of the month for the books to start the closing process. There are several journal entries that are not posted for days after this time. Distributing and presenting the Financials in this way will give sufficient time for all lagging journal entries to be posted and will give a clear and accurate representation of the Zoo's Financial Position.

-Andrew Wingeier



Thank you
Very Much!

Nancy
Kapp

Thank you for your generosity!

Your contribution will make a difference!

Thank
you!
Suzale

Thank you!
Sherry

Thanks for the Certificate -
Jean
Maguire

Hospice of Lansing Events Committee

Thanks so
much!
Jan Mestons

Jamie

My girls love the
you! Thank you so
much!

Abigail V.

Martha

Dear Sherrie,

Thank you for the donation of a one year Potter Park Zoo membership to Cousins in the Park. The event was very successful and our guest enjoyed a wonderful evening in the park. The silent auction turned out very well thanks to great items like the Zoo Membership. We appreciate Potter Park Zoo supporting the Parks.

Sincerely, Karen Fraser
Friends of Ingham County Parks



Sherrie – thank you so much for the Zoo membership you donated to our Faith Family Fun Day.

The turn out from the neighborhood was 399 which made all our efforts worth while.

Many happy smiling faces & over 100 children went home with a door prize.

Your gift of course was the best – a whole family to enjoy the Zoo all year long.

Again thank you!

¹¹ Betty