

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, March 9, 2016.

**Wednesday, March 9, 2016
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 February 10, 2015 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**
5. **NEW BUSINESS**
 - A. Review of 2017 Fee Schedule
6. **OLD BUSINESS**
 - A. Moose Exhibit Update
 - B. Emergency Egress Completion
7. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham (to be provided at the meeting)
 - B. Financial Report – Andrew Wingeier (to be provided at the meeting)
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 **April 13, 2016** at **5:45 PM** 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
February 10, 2016

#ITEM 2

The Ingham County Potter Park Zoo 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: Chair John Groen, Commissioner Nolan, Rick Kibbey, Dr. Snider, Dr. List, Aaron Davis, Dr. Berghorn, Kyle Binkley, & Mary Leys

ABSENT: Commissioner Tsernoglou, & Ralph Hansen

ALSO PRESENT: Sherrie Graham, Zoo Director; Teresa Masseur, Recording Secretary; Andrew Wingeier, Finance Director; & Dennis Laidler, Education Curator

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 5:45 PM

MINUTES: Moved by Commissioner Nolan to approve and supported by Dr. Snider to approve the December 9, 2015 minutes of the regular meeting with two changes on page 2, **Yes-8; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen said there are two late agenda items. They are resolutions and should be placed under “New Business” after “Old Business” items. Mr. Laidler will be placed before “New Business.” The motion was moved by Commissioner Nolan and Supported by Dr. Snider, Yes-8; No-0. **MOTION CARRIED.**

Update by Mr. Laidler

Mr. Laidler talked about a long awaited program called the “FALCONERS.” This program is for autistic children and their families meet once a month. They held their first program in January. The class was full and it went well. They are not charging any fees this year, but may start next year. The next program is on February 27th from 9-12:00 PM and 1-4:00 PM.

Rick Kibbey came in at 5:53 PM.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham stated there is nothing new to report on.

Emergency Egress Completion

Mrs. Graham said they are just waiting for the weather to break to finish it.

Strategic Planning

Mrs. Graham talked about the action plans of the goals and objectives. She also said she will report on progress periodically.

Chair Groen asked to have a formal resolution for next month to accept the action plans and to place this on the agenda.

NEW BUSINESS

(Pulled off March 1, 2016 County Services Agenda)

RESOLUTION ENTERING INTO A LEASE AGREEMENT WITH FORD MUNICIPAL CREDIT TO OBTAIN A NEW PATROL VEHICLE FOR POTTER PARK ZOO PUBLIC SAFETY
RESOLUTION #16-01

WHEREAS, The Public Safety Department at the Zoo currently has three patrol cars; and

WHEREAS, the current fleet is aging and costing \$1,100 per month in repair bills on average; and

WHEREAS, replacing one patrol car in the rotation of three would significantly reduce monthly repair bills; and

WHEREAS, Potter Park Zoo would like to enter into a lease agreement with Ford Municipal Credit Services for procurement of one new Ford Taurus patrol car; and

WHEREAS, leasing one car will have an annual payment of \$6,048.94 for five years for a total cost of \$30,244.70; and

WHEREAS, after the five year lease term is complete Potter Park Zoo will purchase this vehicle from Ford for \$1.00.

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Ingham County Board of Commissioners to enter into a lease agreement with Ford Municipal Credit to obtain one new patrol vehicle for the Public Safety Department at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Moved by Commissioner Nolan and Supported by Dr. Snider that resolution #16-01 be approved. (Yes-9; No-0).
MOTION CARRIED.

Mr. Wingeier talked about the fleet of three vehicles which Public Safety has and at least once a month one of them has an issue as they are all older vehicles. They came from the Sherriff's Department and already had 80,000 to 100,000 miles on them, so by purchasing a new vehicle it would be cheaper than all of the repairs.

Commissioner Nolan stated the MSU Surplus Store has police vehicles and golf carts, so you should go and check them out.

(Pulled off March 1, 2016 County Services Agenda)

RESOLUTION AUTHORIZING A CONTRACT TO BLACK BOX NETWORK SERVICES
FOR INSTALLATION OF FIBER
RESOLUTION #16-02

WHEREAS, the Association of Zoos and Aquariums (AZA) requires permanent and easily retrievable documentation for all of its accredited Zoos; and

WHEREAS, there is no way to connect to the Ingham County network wirelessly from the Animal Clinic, Feline Building, Bird and Reptile Building, Zookeeper's Building, or Ecology Center; and

WHEREAS, the installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health; and

WHEREAS, the approved line item #63625810-932032 in the Network Maintenance Fund is available to cover the \$16,210.80 required for the project; and

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Ingham County Board of Commissioners to award a contract to Black Box Network Services, 8180 Broadmoor Ave., Caledonia, MI 49316, for the installation of fiber for a cost not to exceed \$16,210.80; and

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Moved by Commissioner Nolan and Supported by Dr. List that resolution #16-02 be approved. (Yes-9; No-0). MOTION CARRIED.

Mr. Wingeier said the fiber needs to be installed to help allow keepers to do their job along with being able to input and access data for the animals' welfare.

ZOO DIRECTORS REPORT

Mrs. Graham said there is a Comprehensive Quarterly Report. There was an Animal Welfare Committee meeting today and they went to look at some preliminary plans for the farmyard area. They want to open up the barns so our guests can walk through them. Mr. Hansen has a 24 x 24 building from AIS to donate to the zoo. It could be set in back behind the pine trees by the Welcome Center. It has a large reception area and two offices along with a bathroom. ²

Ms. Leys asked about Van Atta's donating plants for the backyard area. Is there a plan to keep up on them.

Mrs. Graham said yes, there is a draft and there will be a final plan. They are working on an adopt a garden plan like the one at the Saginaw Children's Zoo.

FINANCIAL REPORTS

Mr. Wingeier talked about the January Financial Report. The reference page is on page 19 and Item A: Total Controllable Expenses: the majority of the variance is due to 2015 expenses being expensed in 2016. Item B: Insurance – The Zoo's Flood Insurance policy premiums for 2016 have been expensed in January this year. Item C: 2016 Capital Improvement Projects – The 2016 Capital Improvement Budget has been 4.1% utilized. The purchase and installation of in-car radios for the Public Safety Department (Project #6) was completed in January. There's not a lot due to it's the beginning of the year and it's the off season. He talked about the fund balance.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:18 PM.

Teresa Masseur
Recording Secretary

Chris Stanalep



**Forest Hills Central High School
Crew Boosters**

P.O. Box 960
Ada, MI 49301

Grace Haines

Christine Row

*Amber
Hines*

Grace Wood

Rachel Hales

Amber

Alderson

ay

February 12, 2016

Dear Potter Park Zoo -

Thank you very much for your donation *Family Membership* valued at \$ *100* to the Forest Hills Central Crew Boosters! With generous donations from local businesses, the 2016 auction was a huge success and the team will be purchasing new boats for our spring season. We are very fortunate to have such amazing support for our crew program. We look forward to a great spring season!

Thank you again for supporting the FHC Crew Team!

Forest Hills Central Crew Team
www.fhccrew.org

Forest Hill Central Crew Boosters is a nonprofit organization pursuant to Section 501(c) (3) of the Internal Revenue Code. Tax ID 65-1185186. No goods or services were provided in exchange for this gift. Please keep this letter for your tax purposes.



Together we CAN stop child abuse and neglect.

CHILD ABUSE PREVENTION EDUCATION
CHILDREN'S ADVOCACY CENTER
COURT APPOINTED SPECIAL ADVOCATES

February 19, 2016

Potter Park Zoo
c/o Kelly Gibson
1301 S. Pennsylvania Ave.
Lansing, MI 48912

Thanks so much,
Kelly - what a great
Gem! ☺

Dear Kelly,

The CAN Council's 13th Annual Wines Around the World brings together hundreds of food and wine enthusiasts to savor the delights of the region's finest restaurants. Your support of this event is critical to our daily operations throughout the coming year.

Thank you for generously donating **(1) 2-Adult Family Basic Membership**. Your thoughtfulness will help us maintain our children's advocacy services as well as increase the prevention and outreach activities to meet the needs of our community. Ultimately, we'll protect more children and support more families with the revenue from our April 8th event.

Each day, the CAN Team of staff, board, and 300+ volunteers work together for our children and families. On their behalf, we thank you for believing that in Bay County, we are "building communities where children are free from abuse and neglect".

With heartfelt gratitude,

Suzanne Greenberg

Suzanne Greenberg
President/CEO

Presented by:



A United Way & Children's Trust Fund Agency
This is a fully tax deductible gift.
No goods or services were rendered for the contribution.

cancouncil.org

Bay County: Nathan Weidner Center • 715 N. Euclid Avenue • Bay City, MI 48706 • (989) 671-1345 • Fax: (989) 671-2365
Saginaw County: 1311 N. Michigan Avenue • Saginaw, MI 48602 • (989) 752-7226 • Fax: (989) 752-2777



Letterhead sponsor





February 15, 2016

Potter Park Zoo
1301 S Pennsylvania Ave
Lansing, MI 48912

Dear Friends:

Thank you for your support of the Capital Area Humane Society (CAHS) Fur Ball, which will be held on April 16, 2016. We greatly appreciate and thank you for your donation of Two Adult Family Basic Memberships, with a donor stated value of \$80.

The CAHS Fur Ball is a black-tie gala held at Eagle Eye Golf Club. The evening features a formal dinner, entertainment, live and silent auctions, as well as the ultimate Doggy Spa for those pampered pooches in attendance. The live and silent auctions are a key component in helping the Fur Ball to raise the money needed to support the CAHS in its mission to promote the humane treatment of companion animals through protection, placement, education, and example.

The Capital Area Humane Society cares for more than 10,000 animals annually. The shelter receives no tax dollars or government funding and relies on the generosity of donors like you to help us provide love, food, shelter, and medical care to homeless and abandoned animals. CAHS is a local, private, and independent animal welfare organization founded in Lansing in 1936 and all donations and gifts directed to CAHS are used to assist the animals in the greater Lansing community.

In accordance with directives from the Internal Revenue Service, this letter will serve as your tax receipt. Your donation is a tax-deductible gift for which you have received no goods or services.

Again, thank you for your support of the Capital Area Humane Society and the 2016 Fur Ball!

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Langdon". The signature is stylized with a large, sweeping initial "E" and a long horizontal stroke extending to the right.

Eric Langdon
Director of Annual and Major Gifts



913 W. Holmes Road, Suite 115
Lansing, Michigan 48910-0437
(517) 394-3560
Fax (517) 394-1298

January 29, 2016

Potter Park Zoo
1301 S. Pennsylvania Avenue
Lansing, MI 48912

Dear Ms. Rusar:

On behalf of the Lansing Area AIDS Network (LAAN), we would like to thank you for your generous donation and support of our organization. Your contribution is deeply appreciated and has helped us to provide and sustain important programs and services offered to people affected by HIV and AIDS throughout mid-Michigan. As you know, LAAN is a non-profit 501c(3) AIDS Service Organization which offers direct care services and prevention programs in 11 Michigan counties.

We appreciate your support and would like to express our sincere thanks and gratitude for your financial contribution. It is important that our community support the work of LAAN and your contribution will help make that possible. Your support gives us hope that our work will continue and that those who turn to LAAN for assistance and understanding will continue to benefit from the programs and services that help to sustain them in their personal struggle with HIV and AIDS.

According to our records you have donated:

Zoo Family Membership & Zoovenirs valued at \$200

Please feel free to contact me if you have any questions regarding your charitable donation to LAAN. Again, thank you for helping us to respond to HIV and AIDS in a meaningful and supportive manner. We would like to include your name on our donor roster which might be published in our agency newsletter, annual report, and possibly on the LAAN website. If you would prefer we not use your name in this way, please contact us at 517-394-3719 ext. 113.

Jacob A Distel, Jr

Executive Director



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

January 25, 2016

Potter Park Zoo
1301 South Pennsylvania Avenue
Lansing, MI 48912

RE: Charitable Donation to Southside Community Kitchen
Employer Identification Number 38-2928681

Dear Donor,

On behalf of the Southside Community Kitchen, in voluntary partnership with the Michigan Department of Transportation's (MDOT) Bureau of Finance and Administration, I would like to personally thank you for your generous support during our Silver Anniversary event. **Your gift of 1 year Unlimited Admission to Zoo; One free guest per visit; & more**

helped make our 25th Annual Silent Auction and SOUPer Luncheon a true success. **Estimated value: \$80.**

Your donation will help provide meals to community members in need. Thank you.

Each year the Southside Community Kitchen continues to advance its mission of providing well-balanced, nourishing meals to the hungry people of Lansing in a caring, dignified environment. Contributions from MDOT's Silent Auction and SOUPer Luncheon charity events support approximately 10% of the Southside Community Kitchen's annual budget each year. Over the last 25 years, we have contributed over **\$133,718 to the Kitchen**; a figure which could not have been obtained without generous donors like yourself!

If you would like more information regarding the Southside Community Kitchen or would like to become involved in its mission, please contact Marcia Beer at 517-375-2977 or visit the Kitchen's website at <http://southsidecommunitykitchen.org/>.

Again, thank you for your support!

Sincerely,

Roberta D. Hoop
2015 Silent Auction Chair

For federal income taxation purposes, this letter acknowledges your contribution to the Southside Community Kitchen. The Southside Community Kitchen is a non-profit, 501(c)(3). Donors may deduct contributions as provided in IRC 170(c)(3) of the U.S. Tax Code. No goods or services were provided to you as a result of this donation.



1527 East Michigan Avenue
Lansing, MI 48912
(517) 487-0439

December 17, 2015

Sherri Graham
Potter Park Zoo
1301 S. Pennsylvania
Lansing, MI 48912

Dear Friend of Resurrection School:

Thanks in part to your generous donation the 11th Annual Resurrection School Auction was a great success! We had a fabulous evening with both silent and live auctions that resulted in funds that will enhance the quality of education for our children. The money raised will go directly back to our school.

Your commitment to our children and school is commendable and sincerely appreciated by the parents, teachers, staff and children of Resurrection School.

Below is a list of the item(s) you donated. All donations are tax deductible to the extent allowed by law. Please contact a qualified tax professional for more information. As required by the IRS, Resurrection School acknowledges that you have not received any goods or services as a result of your donation.

Item	Est. Fair Market Value
Potter Park Zoo Family Membership	\$ 80

Again, thank you. We extend our deepest gratitude and hope we can count on your support in the future.

Sincerely,
Resurrection School Auction



Dear Potter Park Zoo,

Thank you for the gift of the one year family membership, valued at \$80. Your generosity will help to make our annual auction a success.

Ladywood High School