

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 Thursday, November 10, 2016.

Thursday, November 10, 2016

at 5:45 PM

POTTER PARK ZOO BOARD MEETING

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

- 1. Call to Order**
- 2. Approval of Minutes**
Minutes of October 12, 2016 will be considered
- 3. Limited Public Comment** – *Limited to 3 minutes with no discussion*
- 4. Late Items/Deletions/Consent Items**
- 5. Zoo Director Search**
- 6. DIRECTOR AND FINANCIAL REPORTS**
 - A. October Financial Report – Jill Rhode/Delphine Brezee (report will be forthcoming at meeting)
 - B. Zoo Director's Report – Cindy Wagner
 - C. October Monthly Attendance & Parking Report – Cindy Wagner
- 7. NEW BUSINESS**
 - A. Society Update – Aaron Davis
 - B. Resolution Authorizing Acceptance of a Donation from and to Enter Into a Contract with the Lansing Lions Club for the Addition of a Waterfall to the Lions Club Sensory Garden at Potter Park Zoo
- 8. OLD BUSINESS**
 - A. Emergency Egress Completion – Cindy Wagner
- 9. Board Comments**
- 10. Limited Public Comment** - *Limited to 3 minutes with no discussion*
- 11. Informational Items**
 - A. Thank You Letters – Upon Request
- 12. Upcoming Meeting**
 - A. Zoo Board Meeting on **December 14, 2016 at 5:45 PM** at the Potter Park Zoo, Education Building.
- 13. 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
October 12, 2016**

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, Commissioner Koenig, Kyle Binkley, Rick Kibbey, & Dr. Snider

ABSENT: Ralph Hansen, Mary Leys, & Monica List

ALSO PRESENT: Cindy Wagner, Interim Zoo Director/General Curator; Teresa Masseur, Recording Secretary; Jill Rhode, Director of Financial Services; Dennis Laidler, Education Curator; Amy Morris, Director of External Affairs; Tim Dolehanty, County Controller; Matt Nordfjord, County Attorney; Rick Terrill, Director of Facilities Department; Jen Rostar, Director of Special Events; Sarah Pechtel & Annie Marcum, Zookeepers; Julie Downs & Jan Grebnar, PPZS Gift Shop employees

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

MINUTES: Moved by Mr. Kibbey to approve and supported by Commissioner Nolan to approve the September 1, 2016 minutes of the regular meeting with the correction to change the word zoo to County in last sentence under New Business, **Yes-5; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

OLD BUSINESS**Emergency Egress Completion**

Mr. Terrill said they are at a point where the City of Lansing is just about done with the Allen Street Egress, as they are waiting for them to finish up the asphalt and then will need to finish leveling the gate. Then they will review the Emergency Evacuation Protocol.

Mrs. Wagner said there is a plan for the animals to be moved during an emergency evacuation.

Search Committee Update

Dr. Snider said they were given nine resumes and will narrow them down to five people. They should be able to make the October 31st deadline.

NEW BUSINESS**Presentation of Board Roles and Responsibilities**

Mr. Nordfjord introduced himself and stated he is one of the County's Attorneys. He talked about the guidelines of the County Boards. He talked about quorums, closed sessions, Open Meetings Act, and how the boards report to the BOC. He also spent some time looking over the minutes and says they look good. He also said the source of the Board is a resolution that created the Potter Park Zoo Board and this will need to be updated as you no longer report to the Parks Department. He knows there are no Bylaws, but they may decide to create some and he can help out that if you would like him to.

Commissioner Nolan stated that the Society does not have an unstaffed attorney, but if they ever legal questions or issues they can use the County's Attorneys. They are a great team.

Commissioner Koenig arrived at 6:25 PM.

Commissioner Nolan wanted to point out this is an Open Meeting and need to place a sign out front in regards to the meeting.

Discussion of Zoo Hours

Mrs. Wagner talked about the zoo hours and wanted to know if it's worth staying open later than 6:00 PM and also about opening early. On the survey, people said they would like to see the zoo open later on Friday evenings, so this maybe something to consider too. They've received a lot of complaints on the survey about not enough animals being out when the gates open. It's hard when the keepers arrive at 8:00 AM and then try to have animals out by 9:00 AM when the zoo opens, so she is working on some things to alleviate this issue for next summer.

Chair Groen asked if Mrs. Wagner could look at Cincinnati and New Zoo to see it's worth it for them.

Mrs. Wagner also stated that some zoos that close for the winter, close at 5:00 PM in the summer.

**Resolution Recommending Acceptance of a \$3,800 Monetary Gift from the Potter Park Zoo Docent Association
for a New Barred Owl Enclosure
Resolution #16-04**

WHEREAS, the Potter Park Zoo Docent Association collects member dues annually and sells crafts to raise funds; and

WHEREAS, the Potter Park Zoo Docent Association votes at monthly meetings on the organization(s) they would like to donate a portion of those funds to; and

WHEREAS, the Potter Park Zoo Docent Association voted to donate \$3,800 of these funds to the Potter Park Zoo for the specific purpose of building a new Barred Owl enclosure; and

WHEREAS, a new Barred Owl enclosure is needed to improve the housing of the current Barred Owl; and

WHEREAS, the Barred Owl enclosure will be built in the North American section of the Zoo aligning with the current Zoo Master Plan; and

WHEREAS, \$3800 will cover the cost of the exhibit in its entirety based on a quote from the Ingham County Facilities Department; and

WHEREAS, the exhibit will be constructed by the Facilities Department utilizing in-house labor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$3,800 from the Potter Park Zoo Docent Association to be used for building a new Barred Owl enclosure 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, that the Ingham County Board of Commissioners would like to thank the Potter Park Zoo Docent Association for this generous gift.

Moved by Dr. Snider and Supported by Commissioner Koenig that resolution #16-04 be approved. (Yes-6; No-0). MOTION CARRIED.

Mrs. Wagner stated in the spring of 2016, the members voted to support the zoo by providing funding for an improved Barred Owl enclosure in the North American area of the zoo near the otter and wolf exhibits. With the changes that occurred in the director position at Potter Park Zoo in early spring, this project was put on hold and we feel we are now able to move forward.

DIRECTOR and FINANCIAL REPORTS

Zoo Director's Report

Mrs. Wagner said Mr. Tissue turned his resignation in and will done as of October 21, 2016; the flood insurance has increased for 2017; evaluating the keeper injuries as there have been a lot of bites lately; very busy with shipments such as otters and acquiring kangaroos; and the Red panda babies were let out and one got his head stuck in the fence, so will wait a couple of weeks before letting them back out.

August Financial Report

Ms. Rhode introduced herself as the Director of Financial Services and stated that Delphine Breeze will be the person giving this report from now on. She talked about how the zoo receives all of their money at the beginning of the year. This report is as of August 31st and next month, they will have September and October. She talked about the second page of the balance sheet and how there is a depository of monies and how they need to be transferred to the County faster. She said the zoo will look better this year because usually there is an expenditure made to the Society in the fall and that will not be happening this year. She also said traditionally the revenues are budgeted too high. She also said they need the fund balance to be at a higher balance. She said overall the zoo looks good.

September Monthly Attendance & Parking Report & Zip Code Report

Mrs. Wagner said the monthly attendance and parking report is included as well at the zip code report. She said she will add a comparison next year to the zip code report.

BOARD COMMENTS

Dr. Snider asked if there will be a revised document for the Society.

Mr. Dolehanty said yes, there will be one as the County has exercised their right to terminate the contract as of December 31st. It's been agreed to move forward and focus on education and fundraising. He's not sure what the Society will look like and there's no obligation. They did receive a copy of the audit report and they are in a state of flux. Ms. Morris is the Interim Executive Director now.

Chair Groen asked to change the meeting for November from the 9th to the 10th because the BOC are meeting on the 9th and the commissioners would not be able to make the meeting.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

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

Teresa Masseur
Recording Secretary



Zoo Director Report

11-10-16

I am very grateful and excited to have been presented with the opportunity to lead Potter Park Zoo into a time of continued growth and success in the zoological community and our local community.

Top 4 Priorities

1. Staff

- Hire 4-5 public safety employees for ranger and desk positions. This is an immediate need to allow us to provide 24/7 hour coverage.
- Hire a General Curator within the next 4 weeks. The position has been posted and plan to schedule interviews the week of November 28th.
- All staff meeting on November 16th

2. Evaluate 2016 budget and make any additional adjustments needed in November and December.

3. Collaborate with the County Controller to bring a resolution to the Board establishing the agreement between the Zoological Society and the Potter Park Zoo as well as other policy and procedural resolutions.

- Define the functions of each entity including how events will be structured.
- Complete the concessions RFP with the County Purchasing Department to determine if the restaurant and gift shop will be run by a vendor or in house.
- Complete job descriptions and budget for positions transferred from the Society to the Zoo; Guest Services Manager; Parking/Admissions Lead as well as parking and admissions attendants; Animal Care, Restaurant and Gift Shop seasonals.
- Propose a rate and/or hour changes for 2017.
- Present recommended Zoo rules and regulations for zoo visitors.

4. 2017 AZA Accreditation

- Examine the newly posted 2017 AZA accreditation standards.
- Determine a priority list for all standards and items not currently in place or in process.
- Inspect the zoo with the maintenance team and prepare a priority list of maintenance work orders.
- Organize completed documents for the application with the registrar.

Animal Management

1. North American River otters- Shipments are almost complete, 1.0, Clyde was transferred to Roger Williams Zoo. We will be introducing the new breeding female to our male in the next two weeks.
2. Ponies - the mare involved with throwing off a child this past summer, is being placed out to a family in Greenville, MI.
3. Meerkats- We are acquiring a group of 4.1 from Disney after permits have been completed.
4. Barred owl - The new Barred owl exhibit will be completed soon by the County carpenter with assistance from PPZ's Facilities staff. The money donated from the PPZ docent association made this exhibit possible. We are still discussing what we to do with the empty corn crib from which the owl is being moved from.
5. Tenrecs - 0.2 tenrecs were dispositioned to Blank Park Zoo per SSP recommendations.
6. Black rhino- The pre-ship exam was completed on the male black rhino in Caldwell, TX. After results come back, a final determination will be made on the transfer. Chris Danhauer has committed to being the transporter for the transfer when we move forward.
7. Western Garter snakes - The exhibit is complete for the Western Garter snakes in the Bird and Reptile Building.
8. Binturong - We have committed to receiving a breeding pair per SSP recommendations.
9. Kangaroo - We are waiting for final SSP recommendations to acquire a group of red and grey kangaroos.
10. Emu - We will be bringing in 1.1 emu in the spring to exhibit with the kangaroos.
11. Giant Anteater - We are working with SSP to determine the best animal to transfer to PPZ. The Giant Anteater will be exhibited in the old kangaroo yard closest to the restaurant.

**POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING OCTOBER 2016**

<u>ADMISSION TYPE</u>	<u>CURRENT MONTH</u>			<u>YEAR-TO-DATE</u>		
	<u>2016 COUNT</u>	<u>2015 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>	<u>2016 COUNT</u>	<u>2015 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>
CHILDREN	5,437	6,331	(894)	16,326	19,306	(2,980)
CHILDREN-UNDER 3	2,463	3,183	(720)	8,397	10,735	(2,338)
CHILDREN-OFF-SEASON	-	-	-	1,990	971	1,019
ADULT RESIDENT	5,092	4,756	336	18,119	18,634	(515)
ADULT NON-RESIDENT	3,951	4,490	(539)	12,833	14,284	(1,451)
ADULT OFF-SEASON	-	-	-	4,191	2,152	2,039
SENIOR RESIDENT	607	540	67	1,639	1,446	193
SENIOR NON-RESIDENT	567	694	(127)	1,467	1,900	(433)
PPZ ZOO MEMBERS	3,004	3,287	(283)	11,833	13,816	(1,983)
SHARED ZOO MEMBERS	1,368	1,499	(131)	3,595	3,989	(394)
GROUPS	884	1,367	(483)	12,902	13,172	(270)
MONDAY PROGRAM	1,004	714	290	2,565	2,808	(243)
OTHER	93	75	18	239	246	(7)
TOTAL	24,470	26,936	(2,466)	96,096	103,459	(7,363)
INCREASE (DECREASE) FROM PRIOR YEAR			-9.2%			-7.1%

<u>ADMISSION TYPE</u>	<u>DESCRIPTION</u>
CHILDREN	All Children, any county ages 3-16 (\$2)
CHILDREN-UNDER 3	All Children, any county under age 3 (Free)
CHILDREN-OFF-SEASON	All Children, any county ages 3-16 Nov. 1- March 31 (\$1)
ADULT RESIDENT	Adult of Ingham county April 1 - Oct. 31 (\$4)
ADULT NON-RESIDENT	Adult Out of Ingham County April 1 -Oct. 31 (\$10)
ADULT OFF-SEASON	All Adults, Any County Nov. 1 - March 31 (\$2)
SENIOR RESIDENT	Discount for Ingham seniors ages 60+ April 1 - Oct. 31 (\$3)
SENIOR NON-RESIDENT	Discount for Out of County seniors ages 60+ April 1 - Oct. 31 (\$8)
PPZ ZOO MEMBERS	Zoo Members (Free)
SHARED ZOO MEMBERS	Reciprocal Zoo memberships (Price Varies)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham County Residents receive \$1 off per person (slowest day of week)
OTHER	Any Coupon related attendee

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 10-14-16
SUBJECT: Donation Acceptance
For the meeting agenda of 10-18-16

BACKGROUND

The Lansing Lions Club offers support to local organizations through ongoing commitment to community needs. In 2011, the Lions club selected creating a sensory garden at Potter Park Zoo as their top priority for future community commitment. This garden is a symbol of a legacy of service that honors those who have created a tradition of service within the Lions Club and also is a place any visitor, regardless of age or physical ability, can enjoy the natural environment. Phase one was completed in 2012 and phase two followed in 2013 with the addition of three sculptures. Regular upkeep of the garden has been maintained by Lions Club members and the garden continues to be place visitors can enjoy the natural environment.

ALTERNATIVES

N/A

FINANCIAL IMPACT

None. The Lansing Lions Club has raised all of the funds necessary to build the waterfall and will oversee its construction. Further, they have committed to all future maintenance of the waterfall through volunteer hours provided by the Club's members.

OTHER CONSIDERATIONS

This waterfall will be constructed along the main path of the zoo near the Wings Down Under Exhibit and will be a tremendous improvement to the landscape. This is an area of zoo grounds that does not currently have any plans for development other than the placement of the waterfall.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the donation of a waterfall addition to the sensory garden at Potter Park Zoo by the Lansing Lions Club.

POTTER PARK ZOO BOARD

Meeting of November 10, 2016
RESOLUTION #16-05

RESOLUTION AUTHORIZING ACCEPTANCE OF A DONATION FROM AND TO ENTER INTO A CONTRACT WITH THE LANSING LIONS CLUB FOR THE ADDITION OF A WATERFALL TO THE LIONS CLUB SENSORY GARDEN AT POTTER PARK ZOO

WHEREAS, the Lansing Lions Club installed and has maintained a sensory garden on the South East corner of the zoo attached to the Wings Down Under interactive exhibit for many years; and

WHEREAS, the Lansing Lions Club has planned to include a waterfall in the sensory garden along the main zoo path by the Wings Down Under entrance; and

WHEREAS, the Lansing Lions Club has raised the necessary funds for the specific purpose of building a waterfall in the sensory garden at Potter Park Zoo which will enhance the experience of zoo visitors; and

WHEREAS, the Lansing Lions Club will supply all materials and labor to complete the installation of the waterfall; and

WHEREAS, the Lansing Lions Club will provide for the future maintenance of the waterfall including associated maintenance costs; and

WHEREAS, neither Potter Park Zoo nor Ingham County will bear any costs associated with the construction, maintenance or liability of the waterfall;

THEREFORE BE IT RESOLVED that the Potter Park Zoo Board accept the donation of a completed waterfall from the Lansing Lions Club to enhance the sensory garden at Potter Park Zoo.

BE IT FURTHER RESOLVED that the Potter Park Zoo Board and Ingham County Board of Commissioners wishes to thank the Lansing Lions Club for their generous donation to Potter Park Zoo.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chair to sign a contract and any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

Lansing Lions Club Sensory Garden Planning and Progress Report September 25, 2016

On September 23, 2009 the Lansing Lions Club adopted the Position Statement of Mission and Goals, in which it made a significant change of direction in its pursuit of service to the Greater Lansing community. “As a consequence of this change in practices...the club (will) become more effective in its narrowly focused mission. The effect of this would be to offer our support, on the basis of ongoing commitment, to...community needs unrelated to vision care.”

In the ensuing two-year period the Lions Club considered a number of alternative community service projects which could become the focus of all future contributions. Finally, in a statement of our new direction we adopted the Sensory Garden at Potter Park Zoo as the top priority for the future. The announcement described the intent of the project and invited support from any interested parties, summarized with the following statement.

In more than ninety years of existence, the Lansing Lions Club has performed numerous services for the Lansing community. Generations of our citizens – those in need of assistance, young and old, blind and visually impaired – have all benefited from the many projects supported by our members.

We are now in process of establishing a new type of contribution to the community that will create a symbol of our legacy of service. At the same time, this new project – **Lansing Lions Club Sensory Garden** – will honor those who helped establish our tradition of service.

In cooperation with Potter Park Zoo we are creating a Sensory Garden to make it possible for anyone, regardless of age or physical ability, to enjoy the natural environment features on display. Those with impairments of mobility, vision, or other senses will be accommodated by the design of the garden.

By September 18, 2012 the newly completed first phase of the Sensory Garden was dedicated in a ceremony held on the grounds of the Potter park Zoo. This would be followed by a second phase, the following year, that included the addition of three sculptures acquired through a grant provided by the City of Lansing and Leap as a part of its “Sense of Place in the Arts” grant program, and in cooperation with Potter Park Zoo.

Now the Lansing Lions are entering the third phase of the sensory garden development. This will involve expansion of the site to include a pond with waterfall and adjoining stonework. Construction of this waterfall project will involve excavation of the area, tree removal, electrical installation, and placement of boulders and stacked stones. The project is planned to be completed by the Spring of 2017 at an estimated cost of \$20,000.

Letter used by the Lions Club to raise funds for phase three of the sensory garden project.

Lions Club of Lansing

Lansing, Michigan



To Whom It May Concern:

The Lansing Lions Club has expressed its commitment to community service since 2010 through concentrating its efforts on the creation and development of a sensory garden on the property of the Potter Park Zoo. A sensory garden provides for a variety of static and dynamic features - plants, sculptures, and flowing water – each of which offers a stimulus to one or more senses. In this way all visitors, including those with impaired vision or other limitations may enjoy the experience of the smells, sounds or tactile sensations offered by the garden.

Now the Lions of Lansing are entering the third phase of the sensory garden development. This will involve expansion of the site to include a pond with waterfall and adjoining stonework. Construction of this waterfall project will involve excavation of the area, tree removal, electrical installation, and placement of boulders and stacked stones. The project is planned to be completed by the Spring of 2016 at an estimated cost of \$20,000.

In addition to the Lions' ongoing fund raising efforts we are seeking financial assistance from interested community resources and private enterprises in the Greater Lansing area. We are hopeful that, through the combination of work done by Lions Club and zoo staff and the added financial support of contributors, this unique facility will continue to grow and serve people of all ages who may visit the Lansing Lions Sensory Garden in years to come.

Sincerely,
Lansing Lions Club

Roger Boettcher
Chairman, Sensory Garden Committee