

# 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](http://www.ingham.org), choosing the "Monthly Calendar" and click on Wednesday, October 14, 2015.*

**Wednesday, October 14, 2015**

**at 6:00 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 12, 2015 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**
5. **OLD BUSINESS**
  - A. Moose Exhibit Update
  - B. Strategic Planning Update
    - i. Presentation of the Strategic Planning Report - Amy Morris
6. **NEW BUSINESS**
  - A. Zookeeper, Pat Fountain, Presentation of Rhino Conference
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
  - B. Mike Bishop Letter to Gary Masseau
11. **Upcoming Meeting**
  - A. Zoo Board Meeting on **November 11, 2015 at 6:00 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**  
**August 12, 2015**

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 Tsernoglou, Rick Kibbey, Kyle Binkley, George Berghorn, & Dr. Snider

**ABSENT:** Mary Leys, Ralph Hansen, Monica List, & Aaron Davis

**ALSO PRESENT:** Sherrie Graham, Zoo Director; Teresa Masseau, Recording Secretary; Andrew Wingeier, Finance Director; James Tissue, Director of Public Safety; James Stafford, Gary Masseau, Jordan Woodruff, Public Safety Park Ranger; Amy Morris, Director of External Affairs; Gary Masseau, Sr., Greg Masseau, Kathy Masseau, Ally Masseau, Danielle Benson, Ashley Benson, Terence Cotton, Jr., Donovan Johnson, Jayda Benson, Family of Gary Masseau; Channel 6 & Channel 10

**CALL TO ORDER** Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 6:09 PM

**MINUTES:** Moved by Mr. Kibbey to approve and supported by Dr. Snider to approve the June 10, 2015 minutes of the regular meeting as written, **Yes-7; No-0; MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

Chair Groen asked the Board to delete #6A and to add three new action items and place them above Old Business, so they would be #5A, #5B, and #5C and Old Business will be #6A and #6B. The motion was moved by Commissioner Tsernoglou and supported by Mr. Berghorn, Yes-7; No-0; MOTION CARRIED.

**NEW BUSINESS**

**RESOLUTION HONORING PARK RANGER GARY MASSEAU**  
**RESOLUTION #15-10**

**WHEREAS**, it is our privilege to honor Park Ranger Gary Masseau for the bravery exhibited in the rescue of a woman from her car as it was being submerged by the flood on Pennsylvania Avenue underneath the railroad track by the Potter Park Zoo; and

**WHEREAS**, on August 10, 2015 at approximately 12:13 PM, Park Officer Masseau was positioning his patrol car to stop traffic and as he was backing up is when the vehicle drove passed him into the water; and

**WHEREAS**, Park Ranger Masseau then approached the lady in the car by walking on the sidewalk and then onto the concrete center barrier and noticed she was not responding well; and

**WHEREAS**, as Park Ranger Masseau then jumped into the rushing water to get to the car which was up to his shoulders by that time; and

**WHEREAS**, Park Ranger Masseau approached and tried to open the driver's side door and was unable to, so then instructed her to unlock the back door and by this time the water was rising fast and was within 5-6 inches from the roof of the car; and

**WHEREAS**, Park Ranger Masseau instructed her to climb over the back seat as quickly as possible before he opened the back door and then he grabbed her and pulled her out; and

**WHEREAS**, Park Ranger Masseau then led her to safety and within minutes Lansing Fire Department arrived; and

**WHEREAS**, Park Ranger Masseau is a retired Lansing Police Department Police Officer with over 25 years' experience and the Potter Park Zoo is honored to have him employed by their Public Safety Department.

**THEREFORE BE IT RESOLVED**, that the Potter Park Zoo Board recognizes and commends Park Ranger Masseau for saving this woman's life.

**BE IT FURTHER RESOLVED**, the Potter Park Zoo Board extends its sincere thanks to Park Ranger Masseau for his quick assessment of the situation, his heroic efforts and selflessness.

**BE IT FURTHER RESOLVED**, that this resolution be presented to Park Ranger Gary Masseau as a token of this Board's appreciation for his outstanding service to the citizens of Ingham County and the Potter Park Zoo.

Moved by Commissioner Tsernoglou and Supported by Commissioner Nolan that resolution #15-10 be approved. (Yes-7; No-0).  
MOTION CARRIED.

Chair Groen read the resolution and presented it to Park Ranger Masseau. Director Tissue presented Park Ranger Masseau with a Life Saving Award Pin. Park Ranger Masseau spoke about how this is just what you do as an officer and how he would do it again.

**RESOLUTION HONORING PARK RANGER JORDAN WOODRUFF**  
**RESOLUTION #15-08**

**WHEREAS**, Jordan Woodruff began his employment as a Seasonal Park Ranger and his duties included patrolling the grounds, enforcing County rules and regulations, responding to calls of service, assisting outside agencies when needed, and along with being a training officer; and

**WHEREAS**, Park Ranger Woodruff was promoted to the rank of Supervisor where he assisted in scheduling, reviewing department reports, maintaining daily logs, assisted with interviewing and hiring; and

**WHEREAS**, Park Ranger Woodruff has resigned with notice from his current position to attend the Mid-Michigan Police Academy.

**THEREFORE BE IT RESOLVED**, that the Potter Park Zoo Board hereby honors Park Ranger Jordan Woodruff for his years of dedicated service to the Potter Park Zoo.

**BE IT FURTHER RESOLVED**, that this resolution be presented to Park Ranger Jordan Woodruff as a token of this Board's appreciation for his outstanding service.

Moved by Commissioner Tsernoglou and Supported by Commissioner Nolan that resolution #15-08 be approved. (Yes-7; No-0).  
MOTION CARRIED.

Director Tissue presented Park Ranger Woodruff with the resolution.

**RESOLUTION HONORING PARK RANGER ERIC MCDOWELL**  
**Resolution #15-09**

**WHEREAS**, Eric McDowell began his employment as a Seasonal Park Ranger and his duties included patrolling the grounds, enforcing County rules and regulations, responding to calls of service, assisting outside agencies when needed; and

**WHEREAS**, Park Ranger McDowell has resigned with notice from his current position and has accepted a position with the Lansing Police Department.

**THEREFORE BE IT RESOLVED**, that the Potter Park Zoo Board hereby honors Park Ranger Eric McDowell for his years of dedicated service to the Potter Park Zoo.

**BE IT FURTHER RESOLVED**, that this resolution be presented to Park Ranger Eric McDowell as a token of this Board's appreciation for his outstanding service.

Moved by Commissioner Nolan and Supported by Mr. Kibbey that resolution #15-09 be approved. (Yes-7; No-0).  
MOTION CARRIED.

Director Tissue stated that Park Ranger McDowell was absent as he is busy with the academy and could not make it this evening.

## **OLD BUSINESS**

### **Moose Exhibit Update**

Mrs. Graham stated the pond was almost completely drained and had made plans for the species that were found in the pond. They had to bring in extra stone for the foundation which was poured today. They had pumped the pond and then it filled up with all of the rains and had to be drained again. The construction price is at \$610,000 thus far, so we may be able to get the waterfall.

Mr. Kibbey asked about the map of the infrastructures.

Mrs. Graham stated the facilities manager said that will be a CIP item for next year.

Commissioner Nolan would like to know how much is projected to do the mapping of the zoo with the City.

Mr. Kibbey said the City parks are looking at the CWD.

Mrs. Graham said the DNR and Alaska were so involved in all the permitting process worrying about this also.

### **Strategic Planning Update**

Mrs. Graham said this report will be presented at next month's meeting.

## **ZOO DIRECTORS REPORT**

Mrs. Graham asked if anyone had any questions about her comprehensive report. She also talked about Ms. Morris Good Analytics Report.

Dr. Snider said he would like to know the status of grants too.

## **FINANCIAL REPORTS**

Mr. Wingeier said there is another resolution which will be going to County Services in regards to the Red Panda Exhibit and the contractor needs an additional \$2,600 which is not included in the contingency.

Mr. Wingeier talked about the July Financial Report. Page 16 is the reference page, so **Item A: Total Expenses before Capital** - the 2015 budget has been 54.8% utilized as of July 31, 2015. **Item B: Total Capital Outlay** - Projects from the 2014 Capital Improvement Budget have been expensed in 2015. **Item C: Admission, Parking, and Interactive Site Revenues** - Decreased attendance, most likely due to poor weather in the beginning of July, resulted in decreased revenue in admission, parking, and interactive site revenues. **Item D: Personnel Services Expenses** - Personnel Services Expenses are much higher than the previous year, but it has been budgeted to account for the increased cost of restructuring the Zookeepers and increased Security coverage. As a whole, 2015 budgeted Personnel Expenses are 52.7% utilized. **Item E: Purchased Services** - The variance is due to the Animal Clinic flooding incident. Per an email conversation with Jill Rhode, a check has been cut for the damages and will be sent to the Treasurer's office for deposit soon. **Item F: Other Expenses** - the County changed the classification of CIP items to projects of \$5,000 and up as opposed to the previous classification of \$1,000 and up. The smaller Capital Improvement Projects are now expensed in the department's budgets instead of the CIP budget. **Item G: Insurance** - In 2014, insurance was paid in two lump sum payments, one in June and one in December. This year, insurance was paid in a lump sum in February. Mr. Wingeier also talked about how the attendance has been down also due to the poor weather conditions.

## **BOARD COMMENTS**

Mrs. Graham said the Dakin Street is ready to be done, but the zoo will need to install fencing on the zoo side of the property. We need to sit down with them; either the City or the railroad, to do more negotiations.

Commissioner Nolan said she like the Board's ideas and then having to park on the lawn was wonderful tonight. She would like to see the zoo open later and have the staff work with the Board to do this.

Mrs. Graham said this is Members Night and it is all free for them.

Commissioner Nolan asked about idea on getting more MSU Freshmen here at the zoo.

Chair Groen asked about a Spartan Night.

Dr. Snider said he can talk to the Zoology Club about helping out.

Mrs. Graham said as of last Monday, it was her five year anniversary.

Chair Green asked the Board about changing next month's meeting date from September 16<sup>th</sup> to September 23<sup>rd</sup> due to Mrs. Graham and Mr. Hansen being at the Annual AZA Conference; the motion was moved by Mr. Berghorn and supported by Commissioner Nolan; Yes-7; No-0.

**LIMITED PUBLIC COMMENT**

None

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:29 PM.

Teresa Masseur  
Recording Secretary



## Potter Park Zoo Board Report October 2015

Tailgate with the Animals, a special enrichment experience for our guests, is scheduled for October 11.

The 2015-2016 BIG Zoo Lesson participation statistics are as follows: 67 teachers, 12 school districts, Grades 1-6, 1675 students (approx), 26 weeks, 14 double classes, 8 triple classes, 4 quad classes

The moose exhibit construction is wrapping up and we are still on target to have all construction completed by November 1. Some of the planting, however, will be finished in the spring.

The red panda exhibit is complete and the mesh is in place. We are waiting for an issue with the gate to be corrected and then we be ready to bring in the dirt to "landscape and furnish" it.

We received a grant from Jackson National Life for \$7,500 in support of The BIG Zoo Lesson.

Ralph Hansen, Society Board Chair, Dennis Laidler, Education Curator, Jen Rostar, Director of Special Events, and I attended the AZA Annual Conference in Salt Lake City, Sept 16 – 22. It is always a very valuable experience for everyone who attends. My session went well enough to be invited back again next year to speak again in San Diego.

We have secured the funding for "What's New at the Zoo" from PNC and two new segments, one on Boo at the Zoo and one on the moose, have already been filmed.

We've had to drain the otter pool to fix a valve problem. It should be up and running again early the week of October 12.

One of the a/c units in the Discovery Center tripped a freeze stat shutting down the AHU fan. This caused the a/c to run without air movement which in turn froze and broke the heat coil flooding the space below which included the Savannah Room, some in the hallway and some in the animal quarters. We moved the BIG Zoo Lesson class occupying this room to the Safari Room. I'm pleased to report it is drying nicely with minimal drywall damage.

We've had a lengthy meeting with MIS (IT) and will be moving forward with running fiber to our main buildings in the back of the zoo to improve reliable connectivity.

We have added two new adorable babies to our education animal collection, an opossum and a porcupine.

**POTTER PARK ZOO**

**FINANCIAL REPORT**

**FOR THE MONTH OF**  
**SEPTEMBER 2015**

**Included:**

**September Financial Report (Preliminary)**  
**September Year to Date Comparison Report (Preliminary)**  
**September Attendance Report**

## Reference Page

**(A) Total Expenses before Capital:**

The overall 2015 budget has been 69.9% utilized as of September 30th, 2015 (75% through the year).

**(B) Admission Revenues:**

Due to the cash basis recognition of receipts, timing differences are believed to be the cause of the large variance in admission revenues.

**(C) Other Revenues:**

Personnel Services Expenses are much higher than the previous year, but it has been budgeted to account for the increased cost of restructuring the Zookeepers and increase in Security coverage. As a whole, 2015 budgeted Personnel Services Expenses are 68.6% utilized (75% through the year).

**(D) Personnel Services:**

Personnel Services Expenses are much higher than the previous year, but it has been budgeted to account for the increased cost of restructuring the Zookeepers and increase in Security coverage. As a whole, 2015 budgeted Personnel Services Expenses are 66.9% utilized (75% through the year).

**(E) Animal Care:**

More animal feed and medical equipment purchases have been made year-to-date when compared to the prior year. Both line items are expected to be in line with prior year amounts by the end of the year.

**(F) Purchased Services:**

Trash and Manure removal is significantly higher than the prior year due to start-up fees associated with the new County contract with Granger. Also, merchant fees have increased from prior year.

**(G) Other Expenses:**

The County changed the classification of CIP items to projects of \$5,000 and up as opposed to the previous classification of \$1,000 and up. The smaller Capital Improvement Projects are now expensed in the department's budgets instead of the CIP budget.

**(H) Utilities:**

Several timing differences caused 2014 Utilities to be significantly overstated. When comparing the true cost of 2014 and 2015 utilities, there is very little variance.

**(I) Insurance**

In 2014, insurance was paid in two lump sum payments, one in June and one in December. This year, insurance was paid in a lump sum in February.



**POTTER PARK ZOO  
REMAINING BUDGET REPORT  
FOR YTD ENDING SEPTEMBER 2015  
PRELIMINARY**

	<b>2015 BUDGET</b>	<b>PRELIMINARY SEPTEMBER 2015 YTD ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>% UTILIZED</b>
<b>REVENUES:</b>				
Property Tax Revenues	\$ 2,721,614	\$ 2,705,985	\$ 15,629	
Admission Revenues	557,471	456,113	101,358	
Parking Lot Revenues	207,889	165,316	42,573	
Interactive Site Revenues	18,125	21,947	(3,822)	
Interest Income	15,000	9,512	5,488	
Other Revenues	109,465	14,850	94,615	
<b>TOTAL REVENUES</b>	<b>\$ 3,629,564</b>	<b>\$ 3,373,723</b>	<b>\$ 255,841</b>	<b>93.0%</b>
<b>EXPENSES:</b>				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,093,999	\$ 796,162	\$ 297,837	
Salaries & Wages - Seasonal	387,574	257,976	129,598	
Benefits	661,893	415,891	246,002	
Total Personnel Services	2,143,466	1,470,029	673,437	<b>68.6%</b>
Controllable Expense				
Supplies	139,144	104,400	34,744	
Animal Care	206,000	184,857	21,143	
Purchased Services	624,300	327,268	297,032	
Utilities	24,300	18,585	5,715	
Rentals & Leases	3,000	2,664	336	
Other Expenses	100,661	83,278	17,383	
Total Controllable Expense	1,097,405	721,051	376,354	<b>65.7%</b>
Non-Controllable Expense				
Utilities	188,000	154,264	33,736	
Insurance	38,976	64,582	(25,606)	
IT Support Expense	40,322	41,280	(958)	
Other Expenses	478	358	120	
Total Non-Controllable Expense	267,776	260,485	7,291	<b>97.3%</b>
<b>TOTAL EXPENSES BEFORE CAPITAL</b>	<b>3,508,647</b>	<b>2,451,565</b>	<b>1,057,082</b> <b>(A)</b>	<b>69.9%</b>
Capital Outlay				
Capital Improvements	120,917	232,827	(111,910)	
Machinery & Equipment	-	-	-	
Total Capital Outlay	120,917	232,827	(111,910)	
<b>TOTAL EXPENSES</b>	<b>\$ 3,629,564</b>	<b>\$ 2,684,393</b>	<b>\$ 945,171</b>	
<b>TOTAL CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 689,330</b>	<b>\$ (689,330)</b>	
<b>FUND BALANCE AS OF 12-31-2014</b>		<b>\$ 1,022,013</b>		

**POTTER PARK ZOO  
ACTUAL VS PRIOR YEAR REPORT  
FOR YTD ENDING SEPTEMBER 2015  
PRELIMINARY**

	<u>SEPTEMBER 2015</u> <u>YTD ACTUAL</u>	<u>SEPTEMBER 2014</u> <u>YTD ACTUAL</u>	<u>BETTER/(WORSE)</u> <u>THAN</u> <u>PRIOR YEAR</u>	<u>%</u> <u>VARIANCE</u>
<b>REVENUES:</b>				
Property Tax Revenues	\$ 2,705,985	\$ 2,684,206	\$ 21,779	
Admission Revenues	456,113	480,825	(24,712) <b>(B)</b>	
Parking Lot Revenues	165,316	163,609	1,707	
Interactive Site Revenues	21,947	24,503	(2,556)	
Interest Income	9,512	9,168	344	
Other Revenues	14,850	43,595	(28,745) <b>(C)</b>	
<b>TOTAL REVENUES</b>	<b>\$ 3,373,723</b>	<b>\$ 3,405,907</b>	<b>\$ (32,184)</b>	<b>-0.9%</b>
<b>EXPENSES:</b>				
Personnel Services				
Salaries & Wages - Full Time	\$ 796,162	\$ 781,607	\$ (14,555)	} <b>(D)</b>
Salaries & Wages - Seasonal	257,976	191,830	(66,146)	
Benefits	415,891	402,151	(13,740)	
Total Personnel Services	1,470,029	1,375,588	(94,441)	<b>6.9%</b>
Controllable Expense				
Supplies	104,400	97,517	(6,883)	
Animal Care	184,857	172,058	(12,799) <b>(E)</b>	
Purchased Services	327,268	305,405	(21,863) <b>(F)</b>	
Utilities	18,585	12,119	(6,466)	
Rentals & Leases	2,664	1,097	(1,567)	
Other Expenses	83,278	51,372	(31,906) <b>(G)</b>	
Total Controllable Expense	721,051	639,567	(81,484)	<b>12.7%</b>
Non-Controllable Expense				
Utilities	154,264	172,644	18,381 <b>(H)</b>	
Insurance	64,582	17,002	(47,580) <b>(I)</b>	
IT Support Expense	41,280	36,385	(4,895)	
Other Expenses	358	408	50	
Total Non-Controllable Expense	260,485	226,440	(34,045)	<b>15.0%</b>
<b>TOTAL EXPENSES BEFORE CAPITAL</b>	<b>2,451,565</b>	<b>2,241,595</b>	<b>(209,970)</b>	<b>9.4%</b>
Capital Outlay				
Capital Improvements	232,827	144,069	(88,759)	
Machinery & Equipment	-	7,011	7,011	
Total Capital Outlay	232,827	151,080	(81,748)	
<b>TOTAL EXPENSES</b>	<b>\$ 2,684,393</b>	<b>\$ 2,392,674</b>	<b>\$ (291,718)</b>	<b>12.2%</b>
<b>TOTAL CHANGE IN FUND BALANCE</b>	<b>\$ 689,330</b>	<b>\$ 1,013,232</b>	<b>\$ (323,902)</b>	<b>-32.0%</b>
<b>FUND BALANCE AS OF 12-31-2014</b>	<b>\$ 1,022,013</b>			

POTTER PARK ZOO  
MONTHLY ATTENDANCE REPORT  
FOR MONTH AND YTD ENDING SEPTEMBER 2015

ADMISSION TYPE	CURRENT MONTH			YEAR-TO-DATE		
	2015 COUNT	2014 COUNT	BETTER (WORSE) THAN PY	2015 COUNT	2014 COUNT	BETTER (WORSE) THAN PY
CHILDREN	2,391	1,771	620	28,059	28,913	(854)
CHILDREN-UNDER 3	1,349	1,380	(31)	14,566	14,785	(219)
CHILDREN-OFF-SEASON	-	-	-	971	815	156
ADULT RESIDENT	2,273	2,247	26	25,425	27,589	(2,164)
ADULT NON-RESIDENT	2,156	1,712	444	20,795	21,093	(298)
ADULT OFF-SEASON	-	-	-	2,152	2,379	(227)
SENIOR RESIDENT	235	238	(3)	2,190	2,554	(364)
SENIOR NON-RESIDENT	373	305	68	3,059	3,060	(1)
SPECIAL EVENTS	-	-	-	11,643	15,290	(3,647)
PPZ ZOO MEMBERS	1,944	1,602	342	18,875	17,508	1,367
SHARED ZOO MEMBERS	522	423	99	5,893	6,164	(271)
GROUPS	141	343	(202)	14,047	14,247	(200)
MONDAY PROGRAM	509	487	22	4,324	4,265	59
OTHER	135	54	81	517	335	182
<b>TOTAL</b>	<b>12,028</b>	<b>10,562</b>	<b>1,466</b>	<b>152,516</b>	<b>158,997</b>	<b>(6,481)</b>
<b>INCREASE (DECREASE) FROM PRIOR YEAR</b>			<b>13.9%</b>			<b>-4.1%</b>

**POTTER PARK ZOO**

**2016 BUDGET REPORT**

**FOR YEAR ENDING DECEMBER 31, 2016**

**Included:**

**Reference Page  
2016 Budget Report  
2016 CIP List**

## Reference Page

Ⓐ **Maintenance Department Controllable Expenses:**

In 2014, controllable expenses came in approximately \$108,000 under budget. 2016 budgeted line items have been adjusted to coincide with 2014 actual expenses.

Ⓑ **Animal Care Department Controllable Expenses:**

A 12.51% increase in controllable expenses is necessary for the 2016 budget year. Although line item #258-69200-802101-31000 ANIMAL HUSB/MEDICAL RX is budgeted to be lower than its 2014 actual amount, efforts are being made to reduce or change animals' medications to reduce expense in this line item.

Ⓒ **Administration Department Controllable Expenses:**

The total controllable expenses in 2014 are overstated by at least \$60,000 due to the cash basis recognition of advertising expense. Taking this into account, total controllable costs will be similar to 2014 amounts in 2016.

Ⓓ **Total Revenue/Expense:**

Total overall revenues are budgeted to remain consistent with 2015 budgeted amounts and a 3.62% increase will be seen in overall expenses for 2016.

ACCOUNTS FOR:			2014	2015	2015	2016	PCT
ZOO			ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CHANGE
OR	REVENUE						
25869200	403010	CURRENT PROPERTY TAX	(2,689,864.79)	(2,701,114.00)	(2,701,114.00)	(2,701,114.00)	0.00%
25869200	405010	PROPERTY TAX ADJ. PRIOR	(6,097.88)	20,500.00	20,500.00	20,500.00	0.00%
<b>TOTAL</b>	<b>REVENUE</b>		<b>(2,695,962.67)</b>	<b>(2,680,614.00)</b>	<b>(2,680,614.00)</b>	<b>(2,680,614.00)</b>	<b>0.00%</b>

40	CAPITAL OUTLAY						
25869900	977000	LEASEHOLD IMPROVEMENTS	-	146,417.00	-	154,339.00	5.41%
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>		<b>-</b>	<b>146,417.00</b>	<b>-</b>	<b>154,339.00</b>	<b>5.41%</b>

30000 POTTER PARK ZOO MAINTENANCE							
<b>TOTAL</b>	<b>PERSONNEL SERVICES</b>		<b>531,229.70</b>	<b>489,006.00</b>	<b>489,006.00</b>	<b>437,464.00</b>	<b>-10.54%</b>

2C CONTROLLABLE EXPENSE							
25869200	726010	30000 SUPPLIES	515.50	1,100.00	1,100.00	550.00	-50.00%
25869200	740000	30000 MAINTENANCE SUPPLIES	43,338.27	90,000.00	90,000.00	50,000.00	-44.44%
25869200	743000	30000 OTHER SUPPLIES	28,350.55	4,500.00	4,500.00	30,000.00	566.67%
25869200	743100	30000 SMALL TOOLS	3,040.72	3,500.00	3,500.00	3,500.00	0.00%
25869200	745000	30000 UNIFORM & ACCESSORIES	1,215.96	1,500.00	1,500.00	1,500.00	0.00%
25869200	747000	30000 GAS-GREASE-OIL-ANTIFREE	22,092.16	18,000.00	18,000.00	23,000.00	27.78%
25869200	818000	30000 CONTRACTUAL SERVICES	3,314.50	165,000.00	165,000.00	5,000.00	-96.97%
25869200	818007	30000 CONTRACTUAL SVCS-FACILITIES	87,329.09	23,000.00	23,000.00	90,000.00	291.30%
25869200	921030	30000 TRASH & MANURE REMOVAL	11,417.57	10,000.00	10,000.00	12,000.00	20.00%
25869200	921050	30000 TELEPHONE	5,114.31	10,000.00	10,000.00	6,000.00	-40.00%
25869200	931000	30000 BUILDING REPAIR & MAINT	52,811.57	55,000.00	55,000.00	55,000.00	0.00%
25869200	931100	30000 MAINT-RELATED CONTRACTUAL	13,300.84	15,000.00	15,000.00	15,000.00	0.00%
25869200	932000	30000 EQUIPMENT REPAIR & MAIN	43,280.38	25,000.00	25,000.00	45,000.00	80.00%
25869200	942000	30000 EQUIPMENT RENTAL	1,322.00	3,000.00	3,000.00	1,500.00	-50.00%
<b>TOTAL</b>	<b>CONTROLLABLE EXPENSE</b>		<b>316,443.42</b>	<b>424,600.00</b>	<b>424,600.00</b>	<b>338,050.00</b>	<b>-20.38%</b>
<b>TOTAL</b>	<b>POTTER PARK ZOO MAINT</b>		<b>847,673.12</b>	<b>913,606.00</b>	<b>913,606.00</b>	<b>775,514.00</b>	<b>-15.12%</b>

31000 POTTER PARK ZOO ANIMAL CARE							
1E	EXPENDITURE CONTROL						
25869200	700001	31000 EXPENDITURE CONTROL	428.49	10,000.00	10,000.00	10,000.00	0.00%
<b>TOTAL</b>	<b>EXPENDITURE CONTROL</b>		<b>428.49</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00%</b>

(A)

ACCOUNTS FOR:  
ZOO

		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	PCT CHANGE
TOTAL	PERSONNEL SERVICES	1,111,014.75	1,202,578.00	1,202,578.00	1,162,812.00	-3.31%

2C CONTROLLABLE EXPENSE

25869200	726010	31000	SUPPLIES	9,996.99	2,000.00	2,000.00	5,000.00	150.00%
25869200	726015	31000	ANIMAL FEED	109,245.94	140,000.00	140,000.00	140,000.00	0.00%
25869200	729000	31000	POSTAGE	45.88	1,000.00	1,000.00	500.00	-50.00%
25869200	740000	31000	MAINTENANCE SUPPLIES	12,030.81	10,000.00	10,000.00	10,000.00	0.00%
25869200	743000	31000	OTHER SUPPLIES	2,620.65	1,502.00	1,502.00	1,500.00	-0.13%
25869200	745000	31000	UNIFORM & ACCESSORIES	5,024.14	5,000.00	5,000.00	5,000.00	0.00%
25869200	802100	31000	ANIMAL HUSBANDRY/LAB WORK	20,734.40	11,000.00	11,000.00	21,000.00	90.91%
25869200	802101	31000	ANIMAL HUSB/MEDICAL RX	51,351.33	18,000.00	18,000.00	30,000.00	66.67%
25869200	802102	31000	ANIMAL HUSBANDRY/MED EQUIP	10,112.28	19,000.00	19,000.00	21,000.00	10.53%
25869200	802103	31000	ANIMAL HUSBANDRY/ANIMAL PRODUC	15,338.62	8,000.00	8,000.00	16,000.00	100.00%
25869200	818000	31000	CONTRACTUAL SERVICES	4,214.16	3,000.00	3,000.00	3,000.00	0.00%
25869200	861110	31000	TRVL PROF DEVL P OUT STATE	10,036.12	12,000.00	12,000.00	10,000.00	-16.67%
25869200	921050	31000	TELEPHONE	98.11	1,800.00	1,800.00	250.00	-86.11%
25869200	931000	31000	BUILDING REPAIR & MAINT	4,454.56	15,000.00	15,000.00	15,000.00	0.00%

TOTAL	CONTROLLABLE EXPENSE	255,303.99	247,302.00	247,302.00	278,250.00	12.51%
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(B)

3N NON-CONTROLLABLE EXP

25869200	921000	31000	UTILITIES	235,048.31	188,000.00	188,000.00	188,000.00	0.00%
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TOTAL	NON-CONTROLLABLE EXP	235,048.31	188,000.00	188,000.00	188,000.00	0.00%
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TOTAL	POTTER PARK ZOO GENERA	1,601,795.54	1,647,880.00	1,647,880.00	1,639,062.00	-0.54%
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31200 POTTER PARK ZOO ADMIN

OR REVENUE

25869200	400001	31200	REVENUE CONTROL	-	(4,000.00)	(4,000.00)	(4,000.00)	0.00%
25869200	665000	31200	INTEREST REVENUE	(13,957.69)	(15,000.00)	(15,000.00)	(15,000.00)	0.00%
25869200	688220	31200	MISC REVENUES	(12,984.86)	(25,000.00)	(25,000.00)	(25,000.00)	0.00%

TOTAL	REVENUE	(26,942.55)	(44,000.00)	(44,000.00)	(44,000.00)	0.00%
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TOTAL	PERSONNEL SERVICES	202,404.82	185,308.00	185,308.00	205,446.00	10.87%
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2C CONTROLLABLE EXPENSE

25869200	726010	31200	SUPPLIES	852.24	2,500.00	2,500.00	1,500.00	-40.00%
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ACCOUNTS FOR:

			2014	2015	2015	2016	PCT
ZOO			ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CHANGE
25869200	728000	31200 PRINTING AND BINDING	2,511.23	2,500.00	2,500.00	2,500.00	0.00%
25869200	729000	31200 POSTAGE	2,992.61	2,500.00	2,500.00	3,000.00	20.00%
25869200	730000	31200 OFFICE SUPPLIES	5,690.05	4,500.00	4,500.00	5,500.00	22.22%
25869200	731000	31200 PHOTO-COPYING & SUPPLIES	60.05	750.00	750.00	150.00	-80.00%
25869200	734000	31200 NON-CAPITAL EQUIP	-	200.00	200.00	200.00	0.00%
25869200	735000	31200 CONTROLLED CAPITAL ITEMS-CMPTR	3,199.57	2,500.00	2,500.00	3,000.00	20.00%
25869200	740000	31200 MAINTENANCE SUPPLIES	240.80	200.00	200.00	200.00	0.00%
25869200	743000	31200 OTHER SUPPLIES	677.83	2,000.00	2,000.00	1,000.00	-50.00%
25869200	745000	31200 UNIFORM & ACCESSORIES	734.71	1,500.00	1,500.00	1,000.00	-33.33%
25869200	802000	31200 CONSULTANTS	-	2,500.00	2,500.00	1,500.00	-40.00%
25869200	802800	31200 MED SVC-EMPLOYEE RELATED	-	1,000.00	1,000.00	1,000.00	0.00%
25869200	815000	31200 MEMBR/SCRPS/SUBSCRIPTIONS	23,706.25	16,000.00	16,000.00	20,000.00	25.00%
25869200	818000	31200 CONTRACTUAL SERVICES	106,082.53	92,000.00	92,000.00	110,000.00	19.57%
25869200	861000	31200 TRAVEL EXPENSE-LOCAL	45.97	600.00	600.00	200.00	-66.67%
25869200	861100	31200 TRVL PROF DEVELOP INSTATE	-	500.00	500.00	500.00	0.00%
25869200	861110	31200 TRVL PROF DEVLV OUT STATE	13,734.46	5,000.00	5,000.00	10,000.00	100.00%
25869200	890080	31200 ADMINISTRATION CHARGES	150,000.00	150,000.00	150,000.00	150,000.00	0.00%
25869200	901000	31200 ADVERTISING	120,571.13	60,000.00	60,000.00	60,000.00	0.00%
25869200	921050	31200 TELEPHONE	11,008.34	12,400.00	12,400.00	12,400.00	0.00%
25869200	921060	31200 TELEPHONE - LONG DISTANCE	124.41	100.00	100.00	125.00	25.00%
25869200	931100	31200 MAINT-RELATED CONTRACTUAL	908.00	3,000.00	3,000.00	1,000.00	-66.67%
25869200	932000	31200 EQUIPMENT REPAIR & MAIN	6,997.02	300.00	300.00	5,000.00	1566.67%
25869200	957040	31200 PROPERTY TAX REFUNDS-INTEREST	172.38	700.00	700.00	700.00	0.00%
25869200	960000	31200 EMP TRAINING & IMPROV	263.75	8,500.00	8,500.00	1,000.00	-88.24%
<b>TOTAL</b>	<b>CONTROLLABLE EXPENSE</b>		<b>450,573.33</b>	<b>371,750.00</b>	<b>371,750.00</b>	<b>391,475.00</b>	<b>5.31%</b>

(C)

3N NON-CONTROLLABLE EXP							
25869200	911000	31200 INSURANCE & BONDS	65,747.50	38,976.00	38,976.00	38,976.00	0.00%
25869200	921070	31200 COURIER SERVICE	436.49	478.00	478.00	489.00	2.30%
25869200	921150	31200 TELEPHONE ALLOCATION COSTS	16,449.71	6,456.00	6,456.00	9,936.00	53.90%
25869200	943000	31200 OFFICE EQUIP SVC CHG	17,374.15	19,963.00	19,963.00	31,481.00	57.70%
25869200	943100	31200 NETWORK MAINT SVC CHG	16,399.81	13,903.00	13,903.00	19,326.00	39.01%
<b>TOTAL</b>	<b>NON-CONTROLLABLE EXP</b>		<b>116,407.66</b>	<b>79,776.00</b>	<b>79,776.00</b>	<b>100,208.00</b>	<b>25.61%</b>
<b>TOTAL</b>	<b>POTTER PARK ZOO ADMIN</b>		<b>742,443.26</b>	<b>592,834.00</b>	<b>592,834.00</b>	<b>653,129.00</b>	<b>10.17%</b>

31300 POTTER PARK ZOO INTERACTIVE SITE

OR REVENUE



ACCOUNTS FOR:			2014	2015	2015	2016	PCT
ZOO			ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CHANGE
25869200	627500	31300 ZOO INTERACTIVE SITE - FOOD	(24,503.00)	(18,125.00)	(18,125.00)	(18,125.00)	0.00%
<b>TOTAL</b>	<b>REVENUE</b>		(24,503.00)	(18,125.00)	(18,125.00)	(18,125.00)	0.00%

**32000 POTTER PARK ZOO ADMISSIONS**

OR	REVENUE						
25869200	652100	32000 ZOO ADMISSION FEES	(493,639.93)	(557,471.00)	(557,471.00)	(557,471.00)	0.00%
<b>TOTAL</b>	<b>REVENUE</b>		(493,639.93)	(557,471.00)	(557,471.00)	(557,471.00)	0.00%

<b>TOTAL</b>	<b>PERSONNEL SERVICES</b>		93,748.00	45,874.00	45,874.00	45,874.00	0.00%
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2C	CONTROLLABLE EXPENSE						
25869200	890080	32000 ADMINISTRATION CHARGES	7,264.03	4,500.00	4,500.00	4,500.00	0.00%

<b>TOTAL</b>	<b>CONTROLLABLE EXPENSE</b>		7,264.03	4,500.00	4,500.00	4,500.00	0.00%
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<b>TOTAL</b>	<b>POTTER PARK ZOO ADMISS</b>		(392,627.90)	(507,097.00)	(507,097.00)	(507,097.00)	0.00%
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**35000 POTTER PARK PARKING**

OR	REVENUE						
25869300	652000	35000 PARKING FEES	(178,282.42)	(207,889.00)	(207,889.00)	(207,889.00)	0.00%
<b>TOTAL</b>	<b>REVENUE</b>		(178,282.42)	(207,889.00)	(207,889.00)	(207,889.00)	0.00%

<b>TOTAL</b>	<b>PERSONNEL SERVICES</b>		26,000.00	12,000.00	12,000.00	12,000.00	0.00%
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<b>TOTAL</b>	<b>POTTER PARK PARKING</b>		(152,282.42)	(195,889.00)	(195,889.00)	(195,889.00)	0.00%
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**36000 POTTER PARK SHELTER**

OR	REVENUE						
25869300	600000	36000 SHELTER FEES	(7,950.00)	(9,965.00)	(9,965.00)	(9,965.00)	0.00%
25869300	600150	36000 SPECIAL EVENT FEES	-	(1,500.00)	(1,500.00)	(1,500.00)	0.00%
<b>TOTAL</b>	<b>REVENUE</b>		(7,950.00)	(11,465.00)	(11,465.00)	(11,465.00)	0.00%

**38100 ZOO SECURITY**

<b>TOTAL</b>	<b>PERSONNEL SERVICES</b>		141,241.15	124,000.00	124,000.00	179,396.00	44.67%
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2C	CONTROLLABLE EXPENSE						
25869200	745000	38100 UNIFORM & ACCESSORIES	1,984.85	2,000.00	2,000.00	2,000.00	0.00%

ACCOUNTS FOR:			2014	2015	2015	2016	PCT
ZOO			ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CHANGE
25869200	815000	38100 MEMBR/SCRPS/SUBSCRIPTIONS	95.00	1,000.00	1,000.00	1,000.00	0.00%
25869200	861100	38100 TRVL PROF DEVELOP INSTATE	-	2,500.00	2,500.00	2,500.00	0.00%
25869200	861110	38100 TRVL PROF DEVLV OUT STATE	3,890.59	2,500.00	2,500.00	2,500.00	0.00%
25869200	960000	38100 EMP TRAINING & IMPROV	1,004.84	1,500.00	1,500.00	1,500.00	0.00%
25869300	743000	38100 OTHER SUPPLIES	3,716.37	2,250.00	2,250.00	2,250.00	0.00%
<b>TOTAL CONTROLLABLE EXPENSE</b>			<b>10,691.65</b>	<b>11,750.00</b>	<b>11,750.00</b>	<b>11,750.00</b>	<b>0.00%</b>
<b>TOTAL ZOO SECURITY</b>			<b>151,932.80</b>	<b>135,750.00</b>	<b>135,750.00</b>	<b>191,146.00</b>	<b>40.81%</b>
<b>TOTAL ZOO</b>			<b>70,518.73</b>	<b>23,297.00</b>	<b>(123,120.00)</b>	<b>-</b>	<b>100.00%</b>
TOTAL REVENUE			(3,427,280.57)	(3,519,564.00)	(3,519,564.00)	(3,519,564.00)	0.00%
TOTAL EXPENSE			3,497,799.30	3,542,861.00	3,396,444.00	3,519,564.00	3.62%
<b>GRAND TOTAL</b>			<b>70,518.73</b>	<b>23,297.00</b>	<b>(123,120.00)</b>	<b>-</b>	<b>100.00%</b>

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\*\* END OF REPORT - Generated by Andrew Wingeier \*\*

**Potter Park Zoo  
2016 CIP List  
For 2016 Budget Year**

<b>Capital Improvement Project</b>	<b>Amount</b>
<p><b>Storm &amp; Sanitary Separation Engineering Study (Maintenance):</b> Ingham County and the City of Lansing need to have a comprehensive engineering study done on the Potter Park Zoo. This would be a joint effort between the City of Lansing and Ingham County to hire an engineering company to develop an engineering study on how to separate the existing storm and sanitary lines. This will help to eliminate confusion on requirements for future projects and/or improvements at the Potter Park Zoo.</p>	\$ 50,000.00
<p><b>North End Exhibit Repair (Animal Care):</b> Similar to the South Exhibit, completed in 2013/2014, the brick, glass block, mortar joints and roof of this exhibit have deteriorated to the point that tuck pointing and replacement have become necessary.</p>	\$ 50,000.00
<p><b>Fencing (Animal Care):</b> To improve the aesthetics of the barnyard, hoofstock and bongo barn areas.</p>	\$ 10,000.00
<p><b>Graphics (Animal Care):</b> The animal signs throughout the park are old and outdated. New signs are necessary to update the visuals throughout the park.</p>	\$ 10,000.00
<p><b>Vegetation (Animal Care):</b> Vegetation will create separation of exhibits. A plan is currently in place, but this amount will fill in the gaps.</p>	\$ 5,000.00
<p><b>2 In-Car Radios - Licensing and other fees (Security):</b> The Public Safety Department has been without In-Car Radios. Having In-Car Radios will enable officers to respond to calls easier and more efficiently.</p>	\$ 10,000.00
<p><b>Golf Cart (Security):</b> Security has been using the same golf cart since the transition of Potter Park Zoo from the City to the County. Numerous repair costs have made it cost effective to purchase a new golf cart rather than continue to repair the current golf cart.</p>	\$ 4,000.00
<p><b>Pathway Replacement :</b> The walking paths throughout the Zoo and Park have been patched and repaired many times over the years and are now deteriorated beyond the point of repair. Replacement has become necessary as they are now becoming a safety issue. The repair and/or replacement of the pathways is too expensive to do in one year, therefore, we will complete the project in phases.</p>	\$ 15,339.00
<b>Total</b>	<b>\$ 154,339.00</b>



*"On the Shores of Beautiful Lake Michigan"*

September 30, 2015

Dear Conference Grounds Friends:

On behalf of the Christian Reformed Conference Grounds Board of Directors and Auction Team we would like to thank you for your contribution to our annual Labor Day weekend auction. Our auction was a huge success due to your generous donations and the financial support of our Conference Grounds families.

We were able to raise over \$50,000.00 for the Conference Grounds. Wow, God is so good! The financial support and gifts we have received will be used for the support of our youth programming and for our new Worship center. We thank God for your continued support and for blessing the Grounds family focused ministry with your gifts so we may be a blessing to families for the generations to come.

Serving a God who can do immeasurably more than we can ever imagine.

Conference Grounds Auction Team  
Conference Grounds Board of Directors



September 28, 2015

Potter Park Zoo  
1301 S. Pennsylvania  
Lansing, MI 48912

The Leukemia & Lymphoma Society's (LLS) 2015 Port Huron Yacht Club Leukemia Cup Regatta was an overwhelming success, and a large part of that success is due to your support and generosity. This year's Regatta raised over \$48,000 to further LLS's efforts in research, education and patient services in the state of Michigan.

**On behalf of The Leukemia & Lymphoma Society, we extend our heartfelt thanks for your contribution and your willingness to reach out and touch the lives of blood cancer patients. Your donation is an essential necessity to our event and helps raise more funds to support our mission!**

The Leukemia & Lymphoma Society is the world's largest health organization dedicated to finding cures for blood cancers and improving the quality of life for patients and their families. Thanks to your support, and that of the many other Leukemia Cup Regatta participants, 90% of children with acute lymphocytic leukemia, the most common form of childhood leukemia, will survive. This is a testimonial to all who offer their assistance as we continue our search for a cure.

Again, thank you for making a difference.

Sincerely,

Elena Filimon  
Campaign Specialist

This letter is to acknowledge your charitable in-kind contribution. In compliance with IRS requirements, we acknowledge that no goods or services were provided to you in exchange for the contribution.

Federal Tax ID# 13-5644916  
[www.leukemicup.org/mi](http://www.leukemicup.org/mi)

Michigan Chapter

1471 E. 12 Mile Rd., Madison Heights, MI 48071 | tel. 248.581.3900 | fax. 248.581.3901 | toll free 800.456.5413

# *St. Linus Catholic Church*

6466 Evangeline • Dearborn Heights, Michigan • 48127

Phone: (313) 274-4500 • Fax: (313) 562-2821

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*September, 2015*

*Dear Festival Sponsor,*

*Another Festival is upon us and this year we are truly thankful. We have a wonderful Church Family and community here at St. Linus; with the help of so many volunteers & sponsors like YOU we are able to bring forth another Fall Festival !*

*So, we wanted to take this moment to say a big **“Thank You”** for your continued support of the Fall Festival here at St. Linus. Without you and the many other sponsors who generously donate to help our School and our Church none of this would be possible.*

*May God continue to bless you and your families throughout this year and for many more to come. Please feel free to contact us for questions you may have had about the Festival or St. Linus Catholic Community.*

*So once again; **Thanks !** We look forward to hearing from you soon and appreciate your continued support!*

*Sincerely,*

*Festival Chairpersons:*

*Dave & Shawn Zmudczynski, Bill Strieff,*

*Festival Sponsorship Committee:*

*Phil Flavin, Gloria Staley*

# Hascall

STEEL COMPANY

4165 SPARTAN IND. DR. S.W.  
GRANDVILLE, MI 49418

(616) 531-8600  
FAX 531-7555

September 16, 2015

Dear Potter Park Zoo,

Thank you so much for your generous donation and support of our annual Grab & Wif Golf outing. With your help, we were able to send a donation of

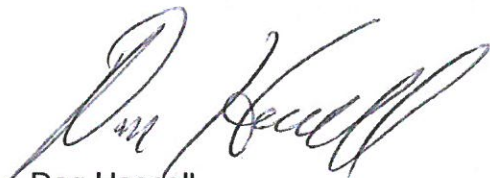
**\$16,000.00**

to The Boys and Girls Club of Grand Rapids Youth Commonwealth. BGC will be using the money to continue to help hundreds of youths in our local area focusing on these five core ideas:

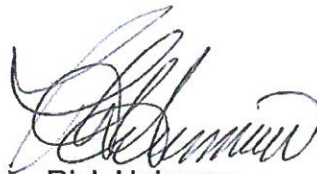
The Arts  
Sports, Fitness and Recreation  
Character and Leadership  
Health and Life Skills  
Education

Our golf outing in August was a tremendous success and it would not have been possible without your gift. With the help of area businesses, we were able to top our donation from years past by \$6,000! We sincerely appreciate your support!

Thank you again,

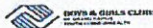


Dag Hascall  
Hascall Steel Company



Rick Huisman  
Boys & Girls Club of Grand Rapids

THANK  
YOU!



T H A N K Y O U

Pennies from Heaven would like to thank you for your kind donation to our recent silent auction fundraiser! We truly appreciate your support in helping us raise funds for young adults who are battling cancer!

Pennies from Heaven



Pottu Park Zoo

We at the Salvation Army  
would like to thank you for  
your donation of a one year  
family pass to the zoo to  
our 100<sup>th</sup> Anniversary  
celebration.

Together we are doing  
the most good.



MICHAEL D. BISHOP  
8TH DISTRICT, MICHIGAN

COMMITTEE ON THE JUDICIARY

COMMITTEE ON  
EDUCATION AND THE WORKFORCE



428 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-4872

711 EAST GRAND RIVER, SUITE A  
BRIGHTON, MI 48116  
(810) 227-8600

[WWW.MIKEBISHOP.HOUSE.GOV](http://WWW.MIKEBISHOP.HOUSE.GOV)

**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515-2208**

August 26, 2015

Officer Gary Masseau  
Potter Park Zoo  
1301 South Pennsylvania Avenue  
Lansing, MI 48912-1646

Dear Officer Masseau:

One of the more pleasurable aspects of my job is offering recognition and thanks to deserving individuals in our community. With that, I would like to extend my sincere commendation for the heroic action you recently took to save a woman's life during a recent flood.

We are extremely fortunate to have citizens in the community such as you who care so deeply for others. I understand that you bravely took the initiative to rescue a woman trapped in her car. Without your quick action, she could have suffered much graver injuries. It is evident that your commitment to protecting our community extends far beyond your service in the Lansing Police force.

Again I commend you for your outstanding act. Your outstanding courage assures me that you will continue to excel in your endeavors. You have nothing but my best wishes for the future. If I can ever be of any assistance, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Bishop".

Michael D. Bishop  
Member of Congress

MB/jm