

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, October 8, 2014.

Wednesday, October 8, 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. **Presentation of Phase 1 Schematic Design for the Healthcare Facility**
6. **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)
 - C. Approval of the Potter Park Zoo Society Contract with Ingham County (documentation to be provided at the meeting)
 - D. Discussion on Including Parking with Zoo Memberships
7. **OLD BUSINESS**
 - A. Moose Exhibit Update
 - B. Hospital Update
 - C. Strategic Planning Update
 - D. Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo
8. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham
 - B. Financial Report – Andrew Wingeier
9. **Board Comments**
10. **Limited Public Comment - Limited to 3 minutes with no discussion**
11. **Informational Items**
 - A. Thank You Letters
12. **Upcoming Meeting**
 - A. Zoo Board Meeting on **November 5, 2014** 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
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.

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 #

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: 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

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).

POTTER PARK ZOO BOARD

Meeting of October 8, 2014
RESOLUTION #14-10

RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE CHARITABLE EVENTS AT POTTER PARK ZOO

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.



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



POTTER PARK ZOO

FINANCIAL REPORT

**FOR THE MONTH OF
AUGUST 2014**

Included:

August Financial Report (Preliminary)

August Year to Date Comparison Report (Preliminary)

August Attendance Report

Reference Page

- Ⓐ **Animal Care:** Annualized amount approximately \$233,000. Several large purchases of medication and food were required to be ordered upon the departure of the former Animal Veterinarian.
- Ⓑ **Salaries & Wages - Full Time:** Security has increased coverage compared to last year and the cost of the Facilities Director and Manager increased.
- Ⓒ **Salaries & Wages - Seasonal:** Resolution for seasonal labor posted to Purchased Services (See E)
- Ⓓ **Benefits:** Increased cost of health insurance and workers compensation insurance compared to last year.
- Ⓔ **Purchased Services:** Contains seasonal labor resolution of \$135,000. In addition, in 2013, second and third quarter administrative support allocations were charged in September. This year, the quarterly charges were taken within the correct time period. The variance will look more favorable after the September Financials are posted.
- Ⓕ **Utilities:** Several timing differences have occurred resulting in the 2014 utility account looking much less favorable than actual results. I am currently working with the County Financial Services Department to get a better insight as to what is happening in this area compared to last year. I will report my findings to the board as soon as possible.

**POTTER PARK ZOO
REMAINING BUDGET REPORT
FOR YTD ENDING AUGUST 2014
PRELIMINARY**

	2014 BUDGET	PRELIMINARY AUGUST 2014 YTD ACTUAL	BUDGET REMAINING	% UTILIZED
REVENUES:				
Property Tax Revenues	\$ 2,639,996	\$ 2,684,493	\$ (44,497)	
Admission Revenues	536,593	446,057	90,536	
Parking Lot Revenues	199,962	152,491	47,471	
Interactive Site Revenues	17,441	22,835	(5,394)	
Interest Income	15,000	9,168	5,832	
Other Revenues	43,939	43,641	298	
TOTAL REVENUES	\$ 3,452,931	\$ 3,358,685	\$ 94,246	97.3%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,071,133	\$ 742,855	\$ 328,278	
Salaries & Wages - Seasonal	317,574	180,415	137,159	
Benefits	525,078	380,245	144,833	
Total Personnel Services	1,913,785	1,303,515	610,270	68.1%
Controllable Expense				
Supplies	137,494	82,542	54,952	
Animal Care	206,000	Ⓐ 155,764	50,236	
Purchased Services	587,800	485,928	101,872	
Utilities	28,900	10,407	18,493	
Rentals & Leases	3,000	1,097	1,903	
Other Expenses	66,481	49,845	16,636	
Total Controllable Expense	1,029,675	785,582	244,093	76.3%
Non-Controllable Expense				
Utilities	188,000	157,268	30,733	
Insurance	39,121	17,002	22,119	
IT Support Expense	70,886	34,664	36,222	
Other Expenses	464	408	56	
Total Non-Controllable Expense	298,471	209,342	89,129	70.1%
TOTAL EXPENSES BEFORE CAPITAL	3,241,931	2,298,439	943,492	70.9%
Capital Outlay				
Capital Improvements	211,000	87,061	123,940	
Machinery & Equipment	-	7,011	(7,011)	
Total Capital Outlay	211,000	94,071	116,929	
TOTAL EXPENSES	\$ 3,452,931	\$ 2,392,510	\$ 1,060,421	
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ 966,174	\$ (966,174)	
FUND BALANCE AS OF 12-31-12		1,704,881		

**POTTER PARK ZOO
ACTUAL VS PRIOR YEAR REPORT
FOR YTD ENDING AUGUST 2014
PRELIMINARY**

	<u>AUGUST 2014 YTD ACTUAL</u>	<u>AUGUST 2013 YTD ACTUAL</u>	<u>BETTER (WORSE) THAN PRIOR YEAR</u>	<u>% VARIANCE</u>
REVENUES:				
Property Tax Revenues	\$ 2,684,493	\$ 2,688,109	\$ (3,617)	
Admission Revenues	446,057	417,962	28,095	
Parking Lot Revenues	152,491	152,625	(134)	
Interactive Site Revenues	22,835	19,626	3,209	
Interest Income	9,168	3,834	5,334	
Other Revenues	43,641	22,367	21,274	
TOTAL REVENUES	\$ 3,358,685	\$ 3,304,523	\$ 54,161	1.6%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 742,855	\$ 663,884	\$ (78,971) (B)	
Salaries & Wages - Seasonal	180,415	285,808	105,392 (C)	
Benefits	380,245	330,307	(49,938) (D)	
Total Personnel Services	1,303,515	1,279,999	(23,516)	-1.8%
Controllable Expense				
Supplies	82,542	72,286	(10,256)	
Animal Care	155,764	164,143	8,379	
Purchased Services	485,928	235,635	(250,293) (E)	
Utilities	10,407	15,794	5,387	
Rentals & Leases	1,097	2,387	1,290	
Other Expenses	49,845	42,107	(7,738)	
Total Controllable Expense	785,582	532,352	(253,230)	-47.6%
Non-Controllable Expense				
Utilities	157,268	131,643	(25,624) (F)	
Insurance	17,002	18,178	1,175	
IT Support Expense	34,664	29,325	(5,339)	
Other Expenses	408	343	(65)	
Total Non-Controllable Expense	209,342	179,489	(29,853)	-16.6%
TOTAL EXPENSES BEFORE CAPITAL	2,298,439	1,991,840	(306,599)	-15.4%
Capital Outlay				
Capital Improvements	87,061	36,668	(50,392)	
Machinery & Equipment	7,011	-	(7,011)	
Total Capital Outlay	94,071	36,668	(57,403)	-156.5%
TOTAL EXPENSES	\$ 2,392,510	\$ 2,028,508	\$ (364,002)	-17.9%
TOTAL CHANGE IN FUND BALANCE	\$ 966,174	\$ 1,276,016	\$ (309,841)	-24.3%

POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING AUGUST 2014

ADMISSION BY TYPE

<u>ADMISSION TYPE</u>	<u>CURRENT MONTH</u>			<u>YEAR-TO-DATE</u>		
	<u>2014 COUNT</u>	<u>2013 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>	<u>2014 COUNT</u>	<u>2013 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>
CHILDREN	5,959	6,819	(860)	27,142	25,662	1,480
CHILDREN-UNDER 3	2,349	2,647	(298)	13,405	12,778	627
CHILDREN-OFF-SEASON	-	-	-	815	1,407	(592)
ADULT RESIDENT	4,651	5,178	(527)	25,342	24,237	1,105
ADULT NON-RESIDENT	4,533	4,858	(325)	19,381	19,271	110
ADULT OFF-SEASON	-	-	-	2,379	3,866	(1,487)
SENIOR RESIDENT	553	625	(72)	2,316	2,077	239
SENIOR NON-RESIDENT	787	845	(58)	2,755	2,774	(19)
SPECIAL EVENTS	907	-	907	15,290	6,750	8,540
PPZ ZOO MEMBERS	2,648	3,158	(510)	15,906	15,112	794
SHARED ZOO MEMBERS	1,440	1,587	(147)	5,741	5,683	58
GROUPS	1,084	767	317	13,904	12,813	1,091
MONDAY PROGRAM	658	763	(105)	3,778	3,819	(41)
OTHER	60	88	(28)	281	391	(110)
TOTAL	25,629	27,335	(1,706)	148,435	136,640	11,795
INCREASE (DECREASE) FROM PRIOR YEAR			-6.2%			8.6%

Thank you!
Very much!

Thank you!
Sincerely,

Thank you for your generosity!
Lynn
Your contribution will make a difference!

Thank you!

Hospice of Lansing Events Committee

Thank you
Jean
Maguire

Matthew

Thank you!
Much love
from
Suzanne

Jennie

Thank you so
much!
I hope
you
enjoy
it!
Susan V.

Dear Sherrie,

Thank you for the donation of a one year Potter Park Zoo membership to Cairn 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 Go the Park Zoo supporting the Park.

Sincerely,
Tarae Traver
Friends of Ingham County Park



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!

Betty