

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, September 1, 2016.

Thursday, September 1, 2016

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 3, 2016 will be considered
- 3. Limited Public Comment** – *Limited to 3 minutes with no discussion*
- 4. Late Items/Deletions/Consent Items**
- 5. NEW BUSINESS**
 - A. Structure of Society & County – Tim Dolehanty
 - B. Hiring of the new Zoo Director – Tim Dolehanty
- 6. Board Comments**
- 7. Limited Public Comment** - *Limited to 3 minutes with no discussion*
- 8. Informational Items**
 - A. Thank You Letters (upon request)
- 9. Upcoming Meeting**
 - A. Zoo Board Meeting on **October 12, 2016 at 5:45 PM** at the Potter Park Zoo, Education Building.
- 10. 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 3, 2016**

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

BOARD MEMBERS

PRESENT: Chair John Groen, Commissioner Koenig, Kyle Binkley, Mary Leys, Rick Kibbey, & Dr. Snider

ABSENT: Commissioner Nolan, Ralph Hansen, Dr. List, &

ALSO PRESENT: Cindy Wagner, Interim Zoo Director; Teresa Masseur, Recording Secretary; Andrew Wingeier, Director of Financial Services; Dennis Laidler, Education Curator; Ashley Winkelman & Annie Marcum, Zookeeper

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 5:58 PM

MINUTES: Moved by Mr. Binkley to approve and supported by Commissioner Koenig to approve the July 13, 2016 minutes of the regular meeting as written, **Yes-6; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen added a New Business item of Meeting Time to be #5B and also stated Dr. George Berghorn has resigned as of today due to buying a house in DeWitt and is no longer able to serve as an Ingham County Zoo Board member.

NEW BUSINESS

Visitor Survey

Mrs. Wagner stated she wants to get this survey out to the visitors sooner than later and knows it's long, but would like to cut it down to two pages at the most. The purpose for this survey is to gather data regarding services provided and what events do they participate in and more specifically would they be willing to come, if there are late hours, what days they would most likely attend, and she wants to see the demographics of the visitors. She would like all edits for the survey and get it sent out on survey monkey to members and the social media groups along with asking some visitors.

Discussion ensued. The Board can send their edits of the survey to Mrs. Wagner via email by next Monday by 5:00 PM.

Meeting Time

Commissioner Koenig said she chairs the Community Health Board and has Finance every 2nd Wednesday of the every month and it is hard for her to attend the Zoo Board, so she is wondering if the meeting date could be changed to the first or third Wednesday of the month instead.

Mr. Wingeier said it's going to be hard to get the financials out by the first Wednesday of the month.

Chair Groen stated its fine to look at financials in arrears of one month.

Discussion ensued. It was decided not to have meetings on Tuesdays or Fridays and will follow-up with the Board members.

OLD BUSINESS

Emergency Egress Completion

Mrs. Wagner said there is nothing to report since the last meeting.

Commissioner Koenig asked if this was supposed to be done a long time ago.

Mrs. Wagner said yes and it's the City which is the hold up, but Mr. Hughes and Mr. Terrill have been involved with this since the beginning and are handling communication.

Search Committee Update

Dr. Snider stated he is not happy about this job description which is pretty simplistic and the salary is too low for this size of zoo. He had no idea this was being posted to the County website and the AZA.

Mrs. Wagner said she had sent the controller an email on Wednesday to see if there was any language that should be used in the letter regarding the director search to AZA.

Commissioner Koenig stated it not final and thought everyone wanted this to happen soon. The Search Committee is used to work on the job description and/or interviews. The County Controller felt the Society might be part of the interview process and doesn't want to make this decision on his own. She also stated the Society is too intertwined and it was problematic, so this is why the direction to have two directors has been taken.

Mrs. Leys said the impression of the job description and the way it is written, it looks like it will be run by the County HR, but they do feel blindsided.

Discussion ensued.

ZOO DIRECTORS REPORT

Mrs. Wagner stated you have the report in the packet and would be glad to answer any questions.

FINANCIAL REPORTS

Mr. Wingeier talked about the July Financials. Item A; Total Expenses before Capital – total expenses before capital is 55.9% utilized compared to the revised budget while we are 58.3% through the year. Item B; Property Tax Revenues – property tax revenues are significantly higher through July of this year than prior year. Item C; Admission/Parking Revenues - the amounts for admission and parking revenues in this report match MUNIS. If modified to an accrual basis, admission revenues are approximately \$54,000 greater than prior year and parking revenues are approximately \$6,000 less than prior years. Item D; Interest Income – while interest revenue is lower than prior year, it has been budgeted lower for 2016. Item E; Other Revenues – the recognition of the RAP Grants received by the Security Department occurred in March of this year. Item F; Total Personnel Services – total personnel costs are down 2.1% when compared to last year. This will continue to decrease as savings in unpaid time off are recognized through the next several months. Item G; Supplies – the majority of the variance is attributed to decreased spending on maintenance supplies when compared to prior year. Item H; Animal Care – significant savings have been recognized this year in animal medications due to Jello, the rhino, passing. Item I; Purchased Services – the accounting for the seasonal worker's transfer to the Society changed. In the past, the \$141,000 payment was recognized at the time of the payment (November). Item J; Other Expenses – reduced spending in the "Controlled Capital – OTHER" account has resulted in a variance when compared to last year. This account was used in the prior year for some of the Zoo's CIP projects. Also, uniform and accessories purchase are down in the animal care department when compared to the prior year. Item K; Utilities – utility costs have remained relatively consistent. A timing difference has created a variance when comparing to last year. Item L; Insurance – flood insurance premiums increased in 2016. There is a also a \$19,000 charge for liability insurance. Further investigation is required on this charge. Item M; 2016 Capital Improvement Projects – although all 2016 CIP items have been postponed, the final billing for the Moose Exhibit was paid in 2016. He also stated there will be a surplus in the fund balance this year.

BOARD COMMENTS

Mrs. Leys asked about what is going on for the upcoming millage.

Commissioner Koenig said you can state the facts about the millage, but cannot talk someone into voting for it.

Mrs. Wagner said that Ms. Morris is getting a committee started for the millage.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:35 PM.

Teresa Masseur
Recording Secretary