

AGENDA

Potter Park Zoo Advisory Board

1301 S. Pennsylvania Avenue ~ Lansing, MI 48912

Telephone: 517.342.2776; Fax: 517.316.3894

The Board information packet is available on-line by going to www.potterparkzoo.org, selecting "About," clicking on "Zoo Advisory Board" and clicking "July 13, 2022".

POTTER PARK ZOO ADVISORY BOARD MEETING

Wednesday, July 13, 2022

6:00 PM

- 1. Call to Order**
- 2. Approval of the May 11, 2022 Meeting Minutes.**
- 3. Limited Public Comment** – *Limited to 3 minutes with no discussion*
- 4. Late Items/Deletions/Consent Items**
- 5. Action Items**
 - a. Zoo and Park Rules
- 6. Director's Report**
 - a. Finance Report – Cynthia Wagner
 - b. Admission Report- Cynthia Wagner
 - c. Director's Report – Cynthia Wagner
- 7. Old Business**
 - a. Capital Campaign Update – Amy Morris
 - b. PPZS Donations Report – Amy Morris
 - c. Strategic Planning Subcommittee – Mary Leys
 - d. External Relations Subcommittee – Cheryl Bergman
- 8. Board Comments**
- 9. Limited Public Comment** - *Limited to 3 minutes with no discussion*
- 10. Upcoming Meeting**
 - a. Zoo Advisory Board Meeting **August 10, 2022 at 6:00 PM**
- 11. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. 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 Zoo. Individuals with disabilities requiring auxiliary aids or services should contact the Zoo by writing to: Zoo Director, 1301 S. Pennsylvania Ave., Lansing, MI 48912, or by calling 517.342.2776.

**MINUTES – INGHAM COUNTY
POTTER PARK ZOO ADVISORY BOARD**

**1301 S. Pennsylvania Avenue,
Lansing, MI, May 11, 2022**

BOARD MEMBERS

PRESENT: Commissioner Tennis, Chair Cheryl Bergman, Jack Kottwitz, Dr. Richard Snider, Molly Korn, and Vice Chair Kyle Binkley and Mary Leys

ALSO PRESENT: Cynthia Wagner, Zoo Director

ABSENT: Commissioner Trubac, Julie Pingston, and Mary Hauser

CALL TO ORDER: Meeting called to order at 6:03 p.m.

MINUTES: Moved by Mary Leys and supported by Dr. Richard Snider to approve the minutes of the March 09 and April 13, 2022 meeting as written, **Yes-7; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

FINANCIAL REPORTS

Zoo Financial Report

Director Wagner reported the 2021 year end fund balance unrestricted amount of \$1,593,862 is the updated final unaudited amount provided by Financial Services after a correction to the tax revenue amount. The unrestricted fund balance at the end of April is \$1,534,300.

Admission Report

Director Wagner reported the total parking numbers were down for April, but that revenue was not down significantly due to the increase in sales of annual passes. Admission was down for the month of April compared to 2021, but paid admission was similar to the same time in 2019. She also reported they had a fantastic Mother's Day weekend and many school groups scheduled in May.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

All full time zookeeper positions are filled at this time.

The building maintenance worker position will be posted May 13.

Managers are conducting on site interviews for seasonal positions.

Jon Lawrence is trying to find temporary storage options such as a shipping container to help manage the unpredictable nature of supply chain at this time.

Camel rides gave 411 rides the first weekend.

Sarah Foote is leading two Frog Watch sessions to train citizen science volunteers.

Zookeeper Ginny is participating in the SSP EMR meeting and field survey in May.

The high school class will release into the Red Cedar River the juvenile salmon raised at PPZ as part of the Salmon in the Classroom DNR program. Commissioner Pena asked what time the salmon would be released and Director Wagner stated she would email the time.

World Migratory Bird Day is Saturday, June 4. Mary Leys stated she had seen the date listed as June 5 in a communication and that she would find it and send it to Director Wagner so it could be corrected.

In April 294 volunteers contributed 1109 hours.

Hyacinth House will be planting flowers in the PPZ entry flower beds.

Temple Grandin is speaking at an event in the park organized by the Xavier DeGroat Foundation July 9, 2022.

The female binturong is pregnant. This would be a very important birth for the zoo population.

NEW BUSINESS

Resolution Feline Primate Roof

Director Wagner stated the Resolution was to support an agreement with Mayotte Group Architects for design services for replacement of the feline primate roof.

Moved by Kyle Binkley, Supported by Molly Korn to approve the Resolution as written, **Yes-7; No-0; MOTION CARRIED**

Zoo Passes as a Marketing Strategy Discussion

Director Wagner stated the Ingham County Board of Commissioners passed the Resolution providing the Zoo Advisory Board the authority to approve distribution of admission tickets as a marketing strategy. She asked the board for guidelines on how to move forward with ticket distribution. Discussion ensued around possible guidelines. A decision was reached by the board to permit Director Wagner to distribute passes to non-profit organizations according to previous criteria and that a report of passes distributed must be provided to the board quarterly.

OLD BUSINESS

Capital Campaign Update

Director Wagner reported that Amy Morris was not able to attend the meeting. She stated they were waiting to hear back from a couple of foundations and grants.

Strategy Subcommittee

Mary Leys reported a meeting would be set up before the June Zoo Board meeting.

External Relations Subcommittee

Chair Bergman reported she would meet with Directors Wagner and Morris to discuss the direction of the subcommittee moving forward.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

Commissioner Pena stated Cristo Rey has a festival Memorial weekend and mentioned the zoo should consider attending. Director Wagner stated she would ask Mariah Martinez if there was a plan for the zoo to attend.

ADJOURNMENT

Meeting ended at 7:01 p.m.

POTTER PARK ZOO ADVISORY BOARD
Meeting of July 13, 2022

Motion to Support the Ordinance to Adopt Rules and Regulations for the Parks and Zoo under the Jurisdiction of Ingham County and to Establish Penalties for Violations

MOVED BY

SUPPORTED BY

To recommend approval of Ordinance to Adopt the Rules and Regulation for the Parks and Zoo by the Board of Commissioners which was supported by the Ingham County Potter Park Zoo Advisory Board with the passage of this motion.

INGHAM COUNTY PARK AND ZOO RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified _____, 2022

**ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS
AND ZOO UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN,
AND TO ESTABLISH PENALTIES FOR VIOLATIONS**

The County of Ingham ordains:

Section 1. Ordinance Title.

The title of this Ordinance shall be the Ingham County Parks and Zoo Rules and Regulations.

Section 2. Definitions.

- A. “Authorized Local Official” means the Parks Director, Zoo Director, or their respective designee(s); Public Safety Rangers; or other personnel of the County legally authorized to issue municipal civil infraction citations.
- B. “Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of 1 or more violations of this Ordinance by the party cited.
- C. “Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.
- D. “County” means the County of Ingham, Michigan.
- E. “District Court” means the 55th Judicial District Court.
- F. “Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

- G. “Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including, without limitations, fines, damages, expenses, and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.
- H. “Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- I. “Parks” means all parks under the jurisdiction of the County of Ingham, unless otherwise indicated herein.
- J. “Potter Park” means the area from Pennsylvania Avenue to the Potter Park Zoo perimeter fence.
- K. “State” means the State of Michigan.
- L. “Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.
- M. “Zoo” means the area inside the perimeter fence of the Potter Park Zoo.

Section 3. Park and Zoo Hours.

- A. Hours of Operation. All Parks under the jurisdiction of the County shall open at 8:00 a.m. and close at sunset.
- B. Exceptions—Parks. No person or vehicle shall remain at the Park between 30 minutes after sunset, unless otherwise posted or permission has been granted in writing by the Parks Director, Zoo Director, or their respective designee(s). These exceptions include, but are not limited to:
 - 1. Individuals camping with an approved permit issued by the Parks Director, Zoo Director, or their respective designee(s); or
 - 2. Special events authorized in advance, in writing, by the Parks Director, Zoo Director, or their respective designee(s). Details regarding Special Event Permits can be found on the County’s website.
- C. Exceptions—Zoo. All Zoo visitors are required to leave the premises within 60 minutes after posted closing times.

- D. Variations in Hours of Operation. The Parks, Potter Park, Zoo, or portions thereof, may be closed entirely or closed to certain uses for such period(s) of time as may be determined by the Parks Director, Zoo Director, or their respective designee(s).

Section 4. Conduct on Park and Zoo Property.

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of the Parks, Potter Park, or Zoo, or any facility, building, sign, structure, equipment, utility, or other property found therein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
1. Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel, sand, or water found within the Parks, Potter Park, or Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).
 2. Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub, or plant, whether alive or dead, found within a Park or the Zoo without prior written permission of the Parks Director, Zoo Director, or their respective designee(s) (with the exception of picking mushrooms).
 3. Destroy or remove any historical or pre-historical ruin or parts thereof, or any object of antiquity without the permission of the Parks Director, Zoo Director, or their respective designee(s).
 4. Traverse across County property to participate in items listed in B1 and B2 above.
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless posted or written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- D. Invasive Plant and/or Animal Species. No person shall introduce an invasive plant and/or animal species into the Parks, Potter Park, or Zoo, land, or water, except as authorized by the Parks Director, Zoo Director, or their respective designee(s). An invasive species is one that is not native and whose introduction causes harm, or is likely to cause harm, to Michigan's economy, environment, or human health.
- E. Fires. No person shall build a fire within the Parks, Potter Park, or Zoo except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may not be collected to be used within the Parks, Potter Park, or Zoo. Section 4. E. does not apply to Parks and Zoo employees gathering fallen wood in the course of their employment with the County.

F. Disposal or Refuse. No person shall:

1. Deposit or abandon in the Parks or Potter Park, in any waters in or adjacent to the Parks or Potter Park or on the ice thereof, or in the Zoo any garbage, refuse, trash, waste, or other obnoxious material, except in receptacles provided for such purposes.
2. Bring into the Parks, Potter Park, or Zoo refuse or litter originating outside any Park for the purpose of depositing such in Park receptacles.

G. Fireworks, Firearms, and Other Weapons. No person shall:

1. Have in their possession or control any slingshot, BB gun, paint ball guns, fireworks, or any other substance of an explosive or dangerous nature within the Parks, Potter Park, or the Zoo.
2. Have in their possession or control any bow or arrow within the Parks, Potter Park, or Zoo, except if posted or by prior written permission of the County.
3. Discharge or set off any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in the Parks, Potter Park, or Zoo for any reason, provided that this rule shall not apply if otherwise posted or to any law enforcement officer acting in the course of their employment or members of the Zoo Emergency Response Team. Possession of firearms shall be permitted in the Parks, Potter Park, and Zoo in accordance with the laws of the State of Michigan.

H. Alcoholic Beverages.

1. No alcohol of any kind will be consumed on Parks, Potter Park, or Zoo premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be underage at any time. All guests must have a valid ID if they plan to consume alcoholic beverages while on Parks, Potter Park, or Zoo premises.
2. Alcoholic beverages of any kind may not be possessed, consumed, sold, or dispersed in the Zoo, Lake Lansing Park-South, and Hawk Island County Park unless allowed as a condition of an approved Special Event Permit issued by the Parks Director, Zoo Director, or their respective designee(s). The recipient of an approved Special Event Permit is responsible for consulting with the Michigan Liquor Control Commission to determine whether a license to service alcoholic beverages must be obtained. If a license is required, a copy of said license shall be provided to the County and conspicuously displayed on the day of the special event in compliance with the laws of the State of Michigan and the rules of the Michigan

Liquor Control Commission regarding the sale, furnishing, and consumption of alcoholic beverages.

3. Notwithstanding Section 14(H)(1) and (2), beer and wine are permitted at the following Parks without prior written permission from the Parks Director, Zoo Director, or their respective designee(s):
 - a. Burchfield Park,
 - b. Riverbend Natural Area,
 - c. McNamara Canoe Landing,
 - d. Potter Park,
 - e. Bunker Road Canoe Landing, and
 - f. Lake Lansing Park-North.

Keg beer is only allowed by a Special Event Permit granted by the Parks Director, Zoo Director, or their respective designee(s) for a specific area on a specific date.

4. Possession and/or consumption of alcoholic beverages of any kind is prohibited at park beaches, dog parks, water parks, and playgrounds.

I. Disorderly Conduct. No person shall:

1. Commit, make, or engage in violent, abusive, boisterous, loud, illegal, obscene, or similar disorderly conduct within the boundaries of the Parks, Potter Park, and Zoo. Disorderly conduct includes, but is not limited to, any of the following
 - a. A person who is intoxicated in a public place with a blood alcohol level that exceeds the legal limit, or when under the influence of illegal drugs or controlled substances.
 - b. A person who is endangering the safety of another person or property or is acting in a manner that causes a public disturbance.
 - c. A person who is engaged in indecent or obscene conduct in a public place.
2. Interfere with Parks, Potter Park, or Zoo employees in the discharge of their duties or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

1. No person shall use or operate any radio, musical instrument, phonograph, television, or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this Section, unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).
2. No person, group, or organization using any picnic shelter within the Parks, Potter Park, or Zoo, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player, or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within 150 feet of any picnic shelter, unless specific written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s). Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Parks Director, Zoo Director, or their respective designee(s). The responsible party named in the written permit shall be on site and available to Park and Zoo officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the Parks Director, Zoo Director, or their respective designee(s).
3. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose.

K. Other.

1. No person under the age of fifteen (15) shall be allowed entrance into the Zoo, unless accompanied by an adult at least eighteen (18) years of age.
2. No person shall be allowed on Zoo premises without shoes and a shirt.
3. All visitors to the Zoo shall remain behind public barricades.
4. No person shall in any manner willfully disturb a Zoo animal.
5. All visitors are prohibited from feeding Zoo animals except as otherwise designated.

6. No person shall use metal detectors in any turf areas within the Parks, Potter Park, or Zoo.
7. No person shall play Frisbee and/or ball games within the Zoo or the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
8. No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel, or fuel pellet, in any Park or the Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).
9. Use of drones at the Parks, Potter Park, and Zoo shall be subject to and in full compliance with all Federal Aviation Administration regulations and the laws of the State of Michigan.
10. The launching of trailered watercrafts directly into a body of water is prohibited at Hawk Island County Park and Burchfield Park without prior written permission from the Parks Director or their designee(s). Non-motorized watercrafts that are capable of being hand carried are permitted to be launched at Hawk Island County Park and Burchfield Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park and Burchfield Park.
11. Smoking and/or the use of any smoking device that produces vapor or smoke from nicotine or other substances, including, but not limited to, e-cigarettes, is strictly prohibited within the Parks, Potter Park, and the Zoo. This prohibition does not apply to designated parking areas.

Section 5. Swimming, Bathing, and Wading.

- A. Designated Areas. No person shall swim, bathe, or wade in any lake, pond, or watercourse, except within those areas so designated. Swimming in designated areas may be prohibited from time to time for such period of time as may be determined by the Parks Director or their designee(s). Swimming is strictly prohibited in any area of the Zoo.
- B. Age Restrictions. Children eight (8) years of age and under shall be accompanied by an adult at least eighteen (18) years of age while in a designated swimming area.
- C. Hours of Operation. Beach and swim areas during the regular summer season shall be open as posted.
- D. Inflatable Devices. Air mattresses, inner tubes, life jackets, or any other devices, inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals.

- E. Prohibited Items. Alcoholic beverages, glass containers, and pets are not allowed within the posted limits of the beach area.

Section 6. Dogs and Pets.

- A. Leash Requirements. Unless otherwise posted, dogs shall be kept on a leash no greater than 6 feet in length at all times while on Park and Potter Park premises. The only exception is within designated off-leash areas.
- B. Prohibited Conduct. All pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy Park or Potter Park visitors or wildlife.
- C. Designated Areas. Pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park, and Potter Park, and Lake Lansing Park-South, McNamara Canoe Landing, Riverbend Natural Area unless otherwise posted.
- D. Exceptions. Pets are not allowed on ski trails when open for skiing or within designated bathing beach areas, Park buildings, restrooms, playgrounds, mountain bike trails, and shelters, unless allowed as a condition of an approved Special Event Permit or to transport a pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- E. Unattended Pets. Pets must always be accompanied and must never be left unattended. This includes being left in a vehicle or trailer.
- F. Pet Droppings. Owners must clean up pet droppings.

Section 7. Service Animals.

- A. Definition. In compliance with the Americans with Disabilities Act, 42 USC § 12101 *et seq*, a service animal means a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support, therapy, comfort, or animals that provide comfort just by being with a person are not considered service animals because they have not been trained to perform a specific job or task. Therefore, they do not qualify as service animals.
- B. Leash Requirements. Service animals must be harnessed, leashed, or tethered while in public places, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. MCL 750.502c(4).
- C. Prohibited Conduct. Service animals may be excluded from a place of public accommodation if the service animal is:

1. Out of control and its handler does not take effective action to control it, or
 2. Not housebroken. MCL 750.502c(2).
- D. Designated Areas. Service animals are allowed in all areas that are open to the public at the Parks, Potter Park, and Zoo as provided under MCL 750.502c, as amended. A service animal may not be excluded from the premises due to allergies or the fear of the animal.
- E. Exceptions—Parks, Potter Park, and Zoo. A dog or miniature horse may be excluded from areas in which pets are generally prohibited if it is:
1. Not a service animal,
 2. Not accompanying a person with a disability,
 3. Merely in training to become a service animal, or
 4. Otherwise out of control or unduly disruptive.
- F. Exceptions—Zoo. The Zoo is responsible for the health and well-being of a vast collection of valued and, in many cases, rare and endangered species of animals. As the Zoo is subject to stringent regulations pertaining to the care and protection of these animals, service animals are restricted from inside the contact area (Goat Area) and Animal Meet and Greet/Behind the Scenes Encounters.
- In the event a service animal's presence visibly upsets or agitates Zoo animals, the Zoo reserves the right to designate some areas not previously listed herein as off limits, or to designate the area as sensitive and request that the owner of the service animal observe extra caution in those areas. Sensitive areas may be designated in areas that house animals considered vulnerable or sensitive to predator species or as a result of new births or hatchlings, nesting or breeding behaviors in progress, or new animals on exhibit. The Zoo Director or their designee(s) will determine whether special circumstances warrant restrictions on service animals in any area.
- G. Admission Procedure.
1. In compliance with MCL 750.502c(6), if it is not readily apparent that an animal is a trained service dog or miniature horse, Park and/or Zoo employees are permitted to ask only the following questions of the owner, if necessary, to determine if the dog or miniature horse is a service animal:
 - a. Is the animal required because of a disability? and,
 - b. What work or task is the animal trained to provide?

2. Park and Zoo employees are prohibited from
 - a. Asking about a person's disability,
 - b. Requiring medical documentation,
 - c. Requiring a special identification card or training document for the service animal, or
 - d. Asking that the service animal demonstrate its ability to perform work or a task. MCL 750.502c(6)-(7)(a).
3. If admission of the animal is denied based on the owner's answers to the questions outlined herein under Section 7(G)(1), the owner shall be provided with an opportunity to enter the Parks, Potter Park, or Zoo. At the Zoo, if requested, an escort will be provided to assist the owner. The Parks, Potter Park, or Zoo shall not kennel or care for the animal during the time the owner is inside the Parks, Potter Park, or Zoo.

Section 8. Horses.

It shall be a violation for a person to ride, lead, or allow a horse to be upon any property not designated as a horse trail by or under the jurisdiction of the County unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).

Section 9. Bicycles, Skateboards, Scooters, Roller-Skates, and Other Devices.

Bicycles or other similar conveyances shall be permitted on designated trails only. No person shall operate a bicycle, skateboard, scooter, roller-skates, or other similar conveyance upon any sidewalk or trail, except at such times and at such places as may be designated or maintained by the County. At no time shall a person's use of a bicycle, skateboard, scooter, roller-skates, or similar device be done in a manner that would obstruct vehicle or pedestrian traffic within the Parks, Potter Park, or Zoo. Section 9 does not apply to Parks and Zoo employees utilizing bicycles in the course of their employment with the County.

Section 9a. Electric Bicycles.

Except as otherwise provided under Act No. 300 of the Public Acts of 1949, an individual riding an electric bicycle is subject to the same requirements as an individual riding a bicycle.

Section 10. Natural Area and Nature Trails.

- A. Pedestrian Use. Nature trails shall be for pedestrian traffic only, unless otherwise posted. The reckless operation of mobility vehicles that meet the Americans with Disabilities Act, 42 USC § 12101 *et seq* guidelines is prohibited.
- B. Fires. Fires are prohibited within any nature study areas, unless prior written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- C. Prohibited Access. Bicycles, horses, and pets are prohibited within such areas, unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area. Dogs are permitted on hiking trails only.

Section 11. Motor Vehicles.

- A. Operation of Motor Driven Vehicles. With the exception of County Parks Department and Zoo Department employees, it shall be unlawful for any person to:
 - 1. Operate a motor driven vehicle of any kind or nature in excess of 15 miles per hour within the Parks, Potter Park, or Zoo, except where otherwise posted.
 - 2. Operate any motor driven vehicle of any kind or nature except on designated public roads, unless prior written approval has been provided by the Parks Director, Zoo Director, or their respective designee(s).
 - 3. Operate a motor driven vehicle of any kind or nature in violation of posted traffic control signs or devices.
 - 4. Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section 12. Parking.

- A. Parking in Prohibited Areas. It shall be unlawful for any person, except for Park and Zoo personnel, to:
 - 1. Park or leave unattended any motor vehicle within any area not designated as a parking area or space.
 - 2. Stop, stand, or park any motor vehicle at any place where official signs prohibit.

3. Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.

B. Use of Parking Areas.

1. Unless otherwise permitted in writing by the Parks Director, Zoo Director, or their respective designee(s), parking lots in the Parks, Potter Park, and Zoo are hereby closed to all activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, Frisbee throwing, games, or other activities, shall be permitted in the parking lots of the Parks, Potter Park, or Zoo. All Parks, Potter Park, and Zoo activities, except traversing to and from parking lots and/or parking of vehicles in case of emergencies, are prohibited.
2. When posted, parking at the Lake Lansing Boat Launch is hereby restricted to vehicles with boats only.

C. Obstructing Traffic.

1. It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
2. Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
3. The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section 13. Commercial Activities and Advertising.

- A. Solicitation. All constitutionally protected speech will be permitted by the County within reasonable time, place, and manner parameters. No solicitations shall be allowed within any Park, Potter Park, or Zoo building; adjacent to any Park, Potter Park, or Zoo building entrance; or in any other areas designated by signs. Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Parks, Potter Park, or Zoo, or the free flow of vehicular and pedestrian traffic. No signs may be erected on County property.

- B. Disruptive Conduct. The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of the County, visitors to County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.
- C. Peddling. No person or organization shall advertise, vend, sell, post, or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within the Parks, Potter Park, or Zoo, except by prior written permission from the Parks Director, Zoo Director, or their respective designee(s).

Section 14. Camping.

No person shall camp within the Parks, Potter Park, or Zoo, except in those areas or buildings designated for that purpose, unless permission is provided in writing by the Parks Director, Zoo Director, or respective designee(s).

Section 15. Fees, Charges, and Permits.

- A. It shall be a violation of this Ordinance for any person to use any facility, building, land area, or equipment within the Parks, Potter Park, or Zoo for which a fee or charge has been established by the County without payment of such fee or charge, unless waived per the guidelines in Board of Commissioners Resolution #17-111.
- B. It shall be a violation for any person, group, or organization to occupy, use or fail to vacate any facility, building, land area, or equipment for which a permit has been granted to another person, group, or organization.

Section 16. Violations and Penalties.

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H. shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Section 12 regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said Parks, Potter Park, or Zoo for the remainder of the day of the offense.

Section 17. Municipal Civil Infraction Citations; Issuance and Service.

Municipal civil infraction citations shall be issued and served by an Authorized Local Official as follows:

- A. The time for appearance specified in a citation shall be within 10 days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an Authorized Local Official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
- E. An Authorized Local Official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An Authorized Local Official may issue a citation to a person if:
 - 1. Based upon investigation, the Authorized Local Official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
 - 2. Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the Authorized Local Official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

Section 18. Municipal Civil Infraction Citations; Contents.

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place

where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.

- B. Further, the citation shall inform the defendant that they may do one (1) of the following:
1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 2. Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance, in person, or by representation.
 3. Deny responsibility for the municipal civil infraction by doing either of the following:
 - a. Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney unless a formal hearing before the District Court's Judge is requested by the County.
 - b. Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
 4. The citation shall also inform the defendant of all the following:
 - a. That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 - b. That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
 - c. That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
 - d. That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.

- e. That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
- 5. The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

Section 19. Establishment of Schedule of Civil Fines.

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
 - 1. For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
 - 2. For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
- C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed 1 day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.
- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.

- E. Civil infractions for violations of Section 11.A. regarding parking are punishable by a fine of \$50.00 plus costs for a first offense, \$100.00 plus costs for a second offense, and \$250.00 plus costs for a third offense, except that violations of Section 11.A.(3) shall be punishable by a fine of \$250.00 plus costs for a first or subsequent offense.

Section 20. Misdemeanor Violations.

- A. Any person convicted of violating Section 4.I relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this Section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

Section 21. Construction.

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neutral. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations, or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Section 22. Severability.

The various parts, sections, subsections, paragraphs, sentences, phrases, and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 23. Repealer Clause.

Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 24. Savings Clause.

This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 25. Effective Date.

This Ordinance shall become effective on the ____ day of ____, 20__.

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POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING May 31, 2022

ADMISSION TYPE	CURRENT MONTH						YEAR-TO-DATE			
	2019	2021	2022 Gate	2022 Online	2022 Total	BETTER (WORSE) THAN PY	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY
GENERAL										
CHILD RESIDENT	3093	1,427	1,694	42	1,736	309	6,749	4,077	3,360	(717)
CHILD NON-RESIDENT		1,513	1,761	390	2,151	638	0	5,881	4,024	(1,857)
CHILDREN - UNDER 3	2,133	1,193	1,401	182	1,583	390	3,757	4,192	2,548	(1,644)
ADULT RESIDENT	4,597	3,264	4,343	161	4,504	1,240	7,288	8,325	8,700	375
ADULT NON-RESIDENT	2,988	2,176	4,242	800	5,042	2,866	4,212	9,324	9,264	(60)
SENIOR/MILITARY RESIDENT	422	305	388	18	406	101	610	560	649	89
SENIOR/MILITARY NON-RESIDENT	478	311	557	74	631	320	682	1,173	842	(331)
GROUPS	4148	467	7,931	0	7,931	7,464	4,739	823	8,512	7,689
SUBTOTAL	17,859	10,656	22,317	1,667	23,984	13,328	31,956	34,355	37,899	3,544
MEMBERSHIPS/PROGRAMS										
PPZ MEMBERS/RECIPROCAL	4,429	2,361	2,518	83	2,601	240	9,364	6,854	6,574	(280)
SOCIETY PROGRAMMING/EVENTS	834	588	1,187	0	1,187	599	4,458	2,779	4,722	1,943
MONDAY PROGRAM	1421	184	690	43	733	549	2,404	543	1,185	642
ZIYN	0	293	542	0	542	249	0	770	1,169	399
OTHER (non-paying)	78	505	646	0	646	141	1,181	830	1,100	270
SUBTOTAL	6,965	3,931	5,583	126	5,709	1,778	17,407	11,776	14,750	2,974
GRAND TOTAL	24,824	14,587	27,900	1,793	29,693	15,106	49,363	46,131	52,649	6,518

ADMISSION TYPE	DESCRIPTION
CHILDREN RESIDENT	Children, Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN NON-RESIDENT	Children, Out of Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN - UNDER 3	All Children, any county under age 3 (Free)
ADULT RESIDENT	Adult of Ingham County (\$7 April 1 - Oct. 31, \$4 November-March)
ADULT NON-RESIDENT	Adult Out of Ingham County (\$13 April 1 - Oct. 31, \$4 November-March)
SENIOR/MILITARY RESIDENT	Seniors/Military of Ingham County (\$5 April 1 - Oct. 31, \$4 November-March)
SENIOR/MILITARY NON-RESIDENT	Seniors/Military of Ingham County (\$11 April 1 - Oct. 31, \$4 November-March)
PPZ MEMBERS	Visitors holding membership at PPZ - one time payment
SPECIAL EVENTS - PPZ	Admission included in event fee
SPECIAL EVENTS - COUNTY	Admission included in event fee
RECIPROCAL ZOO MEMBERS	Reciprocal Zoo memberships (Discount varies)
RECIPROCAL ZOO MEMBERS (100%)	Reciprocal Zoo Members (Free admission)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham County and City of Lansing Residents free 9-12 PM on non-holiday Mondays
OTHER (non-paying)	Any coupon related attendee

POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING JUNE 30, 2022

ADMISSION TYPE	CURRENT MONTH						YEAR-TO-DATE			
	2019	2021	2022 Gate	2022 Online	2022 Total	BETTER (WORSE) THAN PY	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY
GENERAL										
CHILD RESIDENT	4489	1,883	2,143	63	2,206	323	11,238	5,960	5,566	(394)
CHILD NON-RESIDENT	0	3,177	2,344	474	2,818	(359)	0	9,058	6,842	(2,216)
CHILDREN - UNDER 3	2,535	1,677	1,453	174	1,627	(50)	6,292	5,869	4,175	(1,694)
ADULT RESIDENT	4,392	3,396	4,048	152	4,200	804	11,680	11,721	12,900	1,179
ADULT NON-RESIDENT	3,762	4,697	4,394	866	5,260	563	7,974	14,021	14,524	503
SENIOR/MILITARY RESIDENT	506	463	560	13	573	110	1,116	1,023	1,222	199
SENIOR/MILITARY NON-RESIDENT	694	753	761	98	859	106	1,376	1,926	1,701	(225)
GROUPS	2716	752	5,770	0	5,770	5,018	7,455	1,575	14,282	12,707
SUBTOTAL	19,094	16,798	21,473	1,840	23,313	6,515	51,050	51,153	61,212	10,059
MEMBERSHIPS/PROGRAMS										
PPZ MEMBERS/RECIPROCAL	4,748	2,690	2,808	45	2,853	163	14,112	9,544	9,427	(117)
SOCIETY PROGRAMMING/EVENTS	8,016	1,443	1,561	0	1,561	118	12,474	4,222	6,283	2,061
MONDAY PROGRAM	1778	725	684	62	746	21	4,182	1,268	1,931	663
ZIYN	0	431	948	0	948	517	0	1,201	2,117	916
OTHER (non-paying)	75	0	363	0	363	363	1,256	830	1,463	633
SUBTOTAL	14,617	5,289	6,364	107	6,471	1,182	32,024	17,065	21,221	4,156
GRAND TOTAL	33,711	22,087	27,837	1,947	29,784	7,697	83,074	68,218	82,433	14,215

ADMISSION TYPE	DESCRIPTION
CHILDREN RESIDENT	Children, Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN NON-RESIDENT	Children, Out of Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN - UNDER 3	All Children, any county under age 3 (Free)
ADULT RESIDENT	Adult of Ingham County (\$7 April 1 - Oct. 31, \$4 November-March)
ADULT NON-RESIDENT	Adult Out of Ingham County (\$13 April 1 - Oct. 31, \$4 November-March)
SENIOR/MILITARY RESIDENT	Seniors/Military of Ingham County (\$5 April 1 - Oct. 31, \$4 November-March)
SENIOR/MILITARY NON-RESIDENT	Seniors/Military of Ingham County (\$11 April 1 - Oct. 31, \$4 November-March)
PPZ MEMBERS	Visitors holding membership at PPZ - one time payment
SPECIAL EVENTS - PPZ	Admission included in event fee
SPECIAL EVENTS - COUNTY	Admission included in event fee
RECIPROCAL ZOO MEMBERS	Reciprocal Zoo memberships (Discount varies)
RECIPROCAL ZOO MEMBERS (100%)	Reciprocal Zoo Members (Free admission)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham County and City of Lansing Residents free 9-12 PM on non-holiday Mondays
OTHER (non-paying)	Any coupon related attendee

POTTER PARK ZOO
MONTHLY PARKING REPORT
FOR MONTH AND YTD ENDING MAY 31, 2022

ADMISSION TYPE	CURRENT MONTH				YEAR-TO-DATE			
	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY
ANNUAL RESIDENT PASS	85	34	85	51	206	34	152	118
ANNUAL NON-RESIDENT PASS	12	3	6	3	22	3	12	9
PPZ MEMBER DELUXE/PREMIUM	296	480	467	(13)	576	803	817	14
DAILY RESIDENT PARKING	3,173	2,662	3,711	1,049	5,068	4,542	5,418	876
DAILY NON-RESIDENT PARKING	4,800	2,554	4,131	1,577	6,420	4,781	5,452	671
EVENTS	175	0	119	119	175	0	208	208
ANNUAL PASS RESIDENT ENTRY			259	259			386	386
ANNUAL PASS NON-RESIDENT ENTRY			4	4			5	5
WAIVED ANNUAL PASS			11	11			15	15
OTHER (non-paying)	2,401	347	130	(217)	4,020	496	462	(34)
TOTAL	10,942	6,080	8,923	2,843	16,487	10,659	12,927	2,268

ADMISSION TYPE	AMOUNT
ANNUAL RESIDENT PASS	\$32.00
ANNUAL NON-RESIDENT PASS	\$42.00
RESIDENT DAILY PASS	\$3.00
NON-RESIDENT DAILY PASS	\$5.00

POTTER PARK ZOO
MONTHLY PARKING REPORT
FOR MONTH AND YTD ENDING JUNE 30, 2022

ADMISSION TYPE	CURRENT MONTH				YEAR-TO-DATE			
	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY	2019 COUNT	2021 COUNT	2022 COUNT	BETTER (WORSE) THAN PY
ANNUAL RESIDENT PASS	53	45	42	(3)	259	79	194	115
ANNUAL NON-RESIDENT PASS	8	2	12	10	30	5	24	19
PPZ MEMBER DELUXE/PREMIUM	455	411	523	112	1,031	1,214	1,340	126
DAILY RESIDENT PARKING	3,527	2,616	3,326	710	8,595	7,158	8,744	1,586
DAILY NON-RESIDENT PARKING	4,442	3,744	4,120	376	10,862	8,525	9,572	1,047
EVENTS	0	0	161	161	175	0	369	369
ANNUAL PASS RESIDENT ENTRY	0	0	366	366	0	0	752	752
ANNUAL PASS NON-RESIDENT ENTRY	0	0	6	6	0	0	11	11
WAIVED ANNUAL PASS	0	0	18	18	0	0	33	33
OTHER (non-paying)	3,608	432	135	(297)	7,628	928	597	(331)
TOTAL	12,093	7,250	8,709	1,459	28,580	17,909	21,636	3,727

ADMISSION TYPE	AMOUNT
ANNUAL RESIDENT PASS	\$32.00
ANNUAL NON-RESIDENT PASS	\$42.00
RESIDENT DAILY PASS	\$3.00
NON-RESIDENT DAILY PASS	\$5.00

POTTER PARK ZOO
BALANCE SHEET - PRELIMINARY
AS OF JUNE 30TH, 2022

ASSETS

CASH	\$ 2,966,793
DEPOSITORY CASH	451,882
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	739,766
TAXES REC - DELINQUENT	23,441
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(18,817)
IFT TAX RECEIVABLE	-
PROPERTY TAX RECEIVABLE	-
INTEREST RECEIVABLE	2,931
DUE FROM STATE	-
INVENTORY	68,592
PREPAID EXPENSES	0

TOTAL ASSETS	\$ 4,242,588
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LIABILITIES

VOUCHERS PAYABLE	-
DUE TO ZOOLOGICAL SOCIETY	63,595
TAX LEVY LIABILITY	23,500
SALES TAX PAYABLE	2
REFUND NOW	(61)
REFUND APPLY	(634)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	47,958
DEFERRED REVENUE - PROPERTY TAXES	-
DEFERRED REVENUE - DELINQUENT TAXES	6,356

TOTAL LIABILITIES	140,716
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FUND BALANCE

UNSPENDABLE	137,136
UNRESTRICTED FUND BALANCE	3,964,736
	4,101,872

TOTAL LIABILITIES AND FUND BALANCE	\$ 4,242,588
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POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY
FOR 6 MONTHS ENDING JUNE 30TH, 2022

	2022 BUDGET	JUNE 2022 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	JUNE 2021 YTD ACTUAL
REVENUES					
PROPERTY TAX	\$ 4,150,873	\$ 4,009,640	\$ 141,233	96.60%	\$ 3,181,195
UNALLOCATED PORTION OF TAXES (6 MONTHS)	\$ -	\$ (2,004,820)	\$ -	0.00%	\$ (1,590,598)
ADMISSIONS	\$ 625,000	\$ 382,468	\$ 242,532	61.19%	\$ 366,313
CONCESSIONS, GIFT SHOP, VENDING	\$ 510,000	\$ 418,426	\$ 91,574	82.04%	\$ 332,590
PARKING FEES	\$ 185,000	\$ 84,218	\$ 100,782	45.52%	\$ 65,781
INTERACTIVE SITES	\$ 70,000	\$ 53,786	\$ 16,214	76.84%	\$ 50,573
INTEREST INCOME	\$ 40,000	\$ 5,262	\$ 34,738	13.16%	\$ (40)
OTHER REVENUES	\$ (640,586)	\$ 68,779	\$ (709,365)	-10.74%	\$ 64,867
TOTAL REVENUES	\$ 4,940,287	\$ 3,017,759	\$ (82,292)	61.08%	\$ 2,470,681
EXPENDITURES					
PERSONNEL SERVICES					
Salaries & Wages - Full Time	\$ 1,704,351	\$ 778,042	\$ 926,309	45.65%	\$ 761,411
Salaries & Wages - Seasonal	\$ 565,284	\$ 292,550	\$ 272,734	51.75%	\$ 266,536
Benefits	\$ 885,155	\$ 432,786	\$ 452,369	48.89%	\$ 431,319
Total Personnel Services	\$ 3,154,790	\$ 1,503,379	\$ 1,651,411	47.65%	\$ 1,459,265
CONTROLLABLE EXPENDITURES					
Supplies	\$ 323,000	\$ 220,550	\$ 102,450	68.28%	\$ 182,124
Animal Care	\$ 302,000	\$ 134,141	\$ 167,859	44.42%	\$ 118,794
Purchased Services	\$ 1,150,767	\$ 311,075	\$ 839,692	27.03%	\$ 307,682
Utilities - Telephone	\$ 20,125	\$ 7,608	\$ 12,517	37.80%	\$ 8,455
Rentals & Leases	\$ 2,000	\$ 165	\$ 1,835	8.24%	\$ 2,609
Other Expenses	\$ 136,650	\$ 75,017	\$ 61,633	54.90%	\$ 46,789
Total Controllable Expenditures	\$ 1,934,542	\$ 748,556	\$ 1,185,986	38.69%	\$ 666,454
NON-CONTROLLABLE EXPENDITURES					
Utilities	\$ 235,000	\$ 174,860	\$ 60,140	74.41%	\$ 87,609
Insurance	\$ 85,000	\$ 68,544	\$ 16,456	80.64%	\$ 64,309
IT Support Expense	\$ 188,148	\$ 111,399	\$ 76,749	59.21%	\$ 44,209
Other Expenses	\$ 496	\$ 248	\$ 248	50.03%	\$ -
Total Non-Controllable Expenditures	\$ 508,644	\$ 355,051	\$ 153,593	69.80%	\$ 196,126
CAPITAL OUTLAY					
Capital Improvements	\$ (657,689)	\$ 58,098	\$ (715,787)	-8.83%	\$ -
TOTAL EXPENDITURES	\$ 4,940,287	\$ 2,665,083	\$ 2,275,204	53.95%	\$ 2,321,846
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ 352,676			\$ 148,835
FUND BALANCE AS OF 1/1/22					
NON-SPENDABLE		\$ 137,136			
UNRESTRICTED		\$ 1,593,862			
		<u>\$ 1,730,998</u>			
FUND BALANCE AS OF 6/30/2022		\$ 2,083,674			
FUND BALANCE AS OF 6/30/2022					
UNSPENDABLE		\$ 137,136			
UNRESTRICTED		\$ 1,946,538			
		<u>\$ 2,083,674</u>			



Director's Report July 13, 2022

Staff

Communication Specialist Peter Sculli accepted a position at the SeaLife Center in Alaska. Heath Thurman is the new communication specialist.

Keeper Liz Jagenow's last day was May 31. Autumn Keller accepted the position and will start full time at the end of July. Autumn has been both a seasonal and temporary animal care worker at Potter Park Zoo.

Dr. Peter Carrington led a toxic plant walk Tuesday, June 21. Many staff and interns participated in the walk through.

Public Safety

Great news! Christian worked in guest services before starting in public safety and is now a police officer with the Lansing Police Department.



Staff have been putting mosquito dunks in drains and spraying repellent around the zoo to help keep down the mosquito population. The number of mosquitos has not been a significant concern this year compared to 2021.

Through May, employee injuries were down 44% compared to 2021.

Guest Services

Mother's Day was a busy day with 618 moms enjoying free admission at the zoo.



We added a shipping container on the back drive for gift shop storage.

As part of our continual efforts to reduce or eliminate plastics in our food service operations, we are now offering aluminum pints of Aquafina water in the AniMall and Dots Kiosk. This deal with Pepsi Co. has been in the works for over four years.



Girl Scout Troop 30039 completed a mural in the pollinator garden. It adds some brightness and fun to the space!



Local artist, Art of Adrienne, painted the VEZU door and is painting several sections of fence by binturong and the farmyard.

Potter Park now has a Little Free Library. The Zoological Society received a grant from the City of Lansing to buy the library. Feel free to take from the library or fill it with books. It is located near the Eagle Pavilion and playground.



Conservation



PPZ AAZK chapter held a new trivia event May 26 in partnership with John Ball Zoo. There were 41 participants and the \$820 raised in ticket sales will be donated to turtle conservation.

Sarah Foote participated in a survey for box turtles at Pierce Cedar Creek Institute. Box turtles, when found, were marked, measured and, if female, had transmitters attached. The transmitters will be used to find their nests so eggs can be gathered and transferred to John Ball Zoo for incubation and head-starting.

Potter Park and 16 others AZA accredited zoos attended an annual meeting in May at the Edward Lowe Foundation in an ongoing population field study of the eastern massasauga rattlesnake. Braving rough wetland terrain and 90 degree heat, staff were able to identify 46 rattlesnakes, 26 of which were new to the study.

The data collected will go a long way toward helping the species, informing conservation efforts so the snake can be more effectively protected in the future. Thanks to keeper Ginny Miecznikowski for representing Potter Park Zoo during the study!



In collaboration with the USDA APHIS, MDARD and MDNR, Michigan State University has set traps throughout Potter Park to study the presence of potentially harmful exotic pests. We have participated in this study for many years.



Education

The last day for ERESA high school students was June 10. We expect classes to be full with a waitlist for the 2022/23 school year. Classes start August 22nd.

Spring curriculum highlights included completing Red Cross first aid and pet first aid training, releasing salmon in the Red Cedar River, participating in the On the Ground Jr MUCC program working on a habitat restoration at Rose Lake, completing exhibit design projects, and finally exit interviews.

Registration for Big Zoo Lesson 2022-2023 school year is underway.

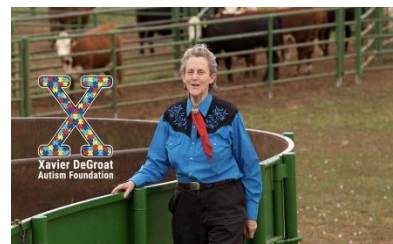
Daily Conservation Education stations continue. We have been training volunteers interested in interpretive stations to increase our number of eligible volunteers.

We have 40 Zoo Teens that have gone through volunteer training this summer. They can be found at Conservation Education Stations, the Goat Yard, helping with Zookambi, and volunteering with the gift shop, private and public events.

Zookambi is full for the rest of the summer and resumes July 18 for four more weeks.

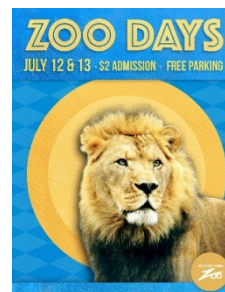
Events

Temple Grandin, world renowned animal welfare expert is presenting to the community and staff about animal welfare July 9. This event is being held in collaboration with the Xavier DeGroat Autism Foundation and is sold out!



The first public Sundown Safari of the year had nine families and 20 people in attendance! The next one is July 30.

Zoo Days is July 12 and 13 and guests can enjoy \$2 admission to the Zoo. Admission is walk up only and parking is free. This family-friendly event will feature community partners with give-away items and take-home activities. NEW this year we have added a touch a truck from 10 a.m. to 4 p.m., with fire trucks, police cars, a garbage truck and more! As well as some very special guests - Sparty, Big Lug and Rapunzel.



Zoo Nights #1 – May 12, 435 attendees

The first Zoo Nights of the year went great! We received only positive feedback and the new scavenger hunt was very popular.



Zoo Nights #2 – June 16, 402 attendees

Vendors in attendance were:

- Texas Roadhouse
- Burgdorf Winery
- Sierra Rose Hard Cider
- Archival Brewing
- Red Cedar Spirits
- Looking Glass Brewing Company
- Dan Henry Distributing

The Society is applying to have a float in the Silver Bells Parade, November 18, 2022. It has been many years since the Zoo has participated in this parade.

Membership

There were 397 member households (829 members) added or renewed in June for a total of 3,378 members (not including children) and 2,896 membership households.

Volunteers

The Volunteer Recruitment event June 14 welcomed nine potential volunteers. They were able to hear about volunteering at the zoo from six enthusiastic current volunteers, Jennifer Horvatin and Kelly Gibson.

In May, 93 volunteers contributed a total of 1046 hours. In June, 114 volunteers contributed a total of 1,488 hours helping with grounds beautification, guest services, public and private events, tours and Conservation Education Stations.

Conservation Education Station volunteers engaged with 13,142 guests.

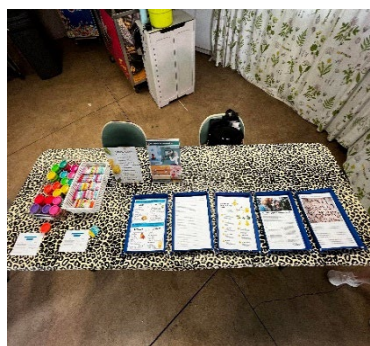


DEAI

The Zoo recognized Pride month in June and is recognizing Disability Pride month is July.

Over 500 guests visited the zoo with a ZIYN pass in May! That is a new record for the month of May since the program started in 2017.

Mariah Martinez, attended two trainings in May. The first was hosted by Ingham County and the Safe Space Advocates program. The second training was a DEI training by Lansing Regional Chamber of Commerce and presented by the Chief Diversity Officer of LAFCU.



May 31 a trail mix bar, mental health resources and fidgets were provided to all staff and volunteers. After hearing many comments that staff enjoyed it, we plan to make it an annual snack break in May for Mental Health Awareness Month.



Animal Care and Research

We have started breeding introductions again with Doppsee and Phineus.

Dr. Ronan performed an ultrasound on the female red panda and confirmed she is pregnant.

The two male wolves will be leaving to go back to their previous institution in early fall.

Right: Maddi the ring-tailed lemur gave birth to one lemur baby.

Bills and Quills is open with the African Crested Porcupine and Trumpeter Hornbills on exhibit.

The decision was made to humanely euthanize Maverick, our male bongo, due to age related illness. We are recommended to bring in a young male from Omaha this fall.

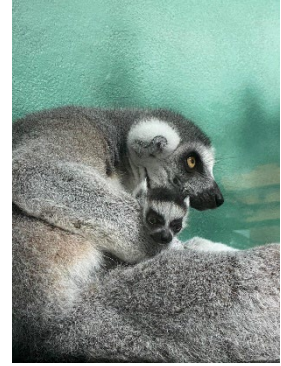
USDA completed a scheduled inspection May 24 as part of the application process for a three-year license. Unscheduled inspections will continue thereafter. There were no non-compliant items found.

Olaf, male Pallas cat, left for Calgary June 22. Pazi the new male is now on exhibit.

Potter Park Zoo was featured in this July's AZA Connect Magazine! The article features otter dentistry. Thank you to Dr. Ronan and Amanda for taking excellent care of the animals.

With numbers of avian influenza cases declining, birds can go back out on exhibit in the zoo including the chickens, peacocks, vulture, and ground hornbill.

Area 80 shipped out roughly 1700 – 1800 Puerto Rican crested toad tadpoles to Puerto Rico to be released back in to the wild. The Puerto Rican crested toad, *Peltophryne lemur*, was thought to be extinct until 1967 when a small population was discovered in the northern part of Puerto Rico. The Puerto Rican crested toad is the only toad native to Puerto Rico and is listed as critically endangered on the International Union For Conservation of Nature's Red List due to habitat loss and competition from the invasive marine toad.





Facebook

Page Reach: 460,483
Page Visits: 6,711
New Page Likes: 232
Followers: 68,061 (+126 gained)



Instagram

Accounts Reached: 9,584
Accounts Engaged: 1,493
Impressions: 90,573
Content Interactions: 5,959
Followers: 28,220 (+50) gained



Twitter

Impressions: 54,709
Engagements: 2,124
Followers: 9,033 (+101 gained)

Potter Park Zoo Website

Page Views: **92,237**

Sessions: **48,197**

Users: **36,819**

Top pages by visits

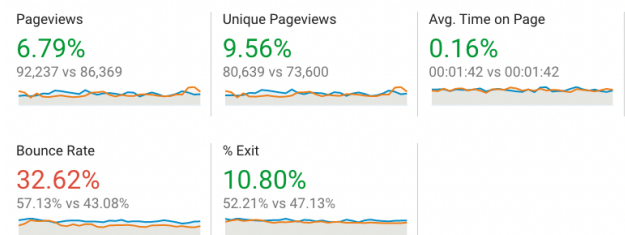
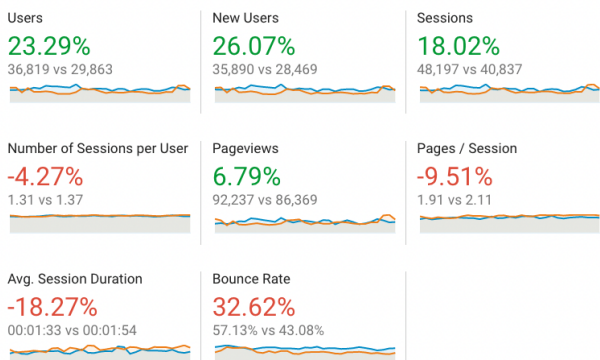
Home: 25,108
/ticket-sales/: 13,208
/membership/: 10,557
/animals/: 5,489
/todays-attractions/: 4,621
/events/: 5,502

Top cities by users

Lansing: 10,790
Detroit: 2,801
Grand Rapids: 1,894
Meridian Charter Township: 921
East Lansing: 909
Delta Charter Township: 714

Aquisitions

Organic Search: 20,149
Direct: 14,969
Social: 1,256
Refferal: 1,129
Other: 94



Media Coverage

Potter Park Zoo hosting Turtle Trivia Thursday

The trivia event is being held at both the Potter Park Zoo and John Ball Zoo in Grand Rapids.



The trivia event is being held at both the Potter Park Zoo and John Ball Zoo in Grand Rapids.

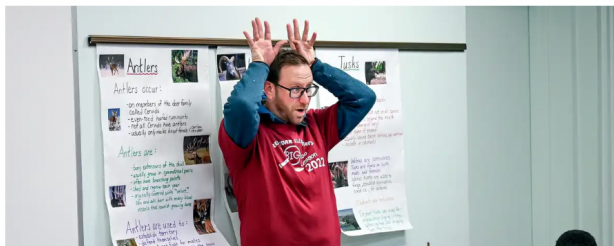
Links:

<https://www.wilx.com/2022/05/26/potter-park-zoo-hosting-turtle-trivia-thursday/>

Students back to learning at Potter Park Zoo's BIG Zoo Lesson study trip in Lansing

8 PHOTOS

10:01 p.m. EDT May 8, 2022



Links:

<https://www.lansingstatejournal.com/picture-gallery/news/2022/05/09/big-zoo-lesson-school-potter-park-zoo-lansing/9558715002/>

The OKC Zoo has a new animal family member ... a North American River Otter named Hazel

Staff reports The Oklahoman

Published 10:50 a.m. CT May 2, 2022

[View Comments](#)



Links:

<https://www.oklahoman.com/story/life-style/2022/05/02/okc-zoo-welcomes-north-american-river-otter/9558067002/>

May 2-8



Page Reach: 70,788
Page Visits: 1,722
New Likes: 56
Followers: 67,969



Accounts Reached: 572
Accounts Engaged: 5,155
Impressions: 20,353
Content Interactions: xxx
Followers: 28,194



Impressions: 6,281
Engagements: 239
Retweets: 7
Followers: 8,995

May 9-15



Page Reach: 194,486
Page Visits: 1,675
New Likes: 49
Followers: 68,002



Accounts Reached: 4,837
Impressions: 16,079
Accounts Engaged: 571
Content Interactions: 1,116
Followers: 28,201



Impressions: 20,061
Engagements: 761
Retweets: 26
Followers: 9,011

May 16-22



Page Reach: 156,882
Page Visits: 1,205
New Likes: 52
Followers: 68,032



Accounts Reached: 4,655
Accounts Engaged: 611
Impressions: 17,648
Content Interactions: 1,231
Followers: 28,190



Impressions: 9,915
Engagements: 319
Retweets: 14
Followers: 9,021

May 23-29



Page Reach: 101,790
Page Visits: 1,453
New Likes: 47
Followers: 68,059



Accounts Reached: 5,834
Accounts Engaged: 714
Impressions: 24,969
Content Interactions: 1,626
Followers: 28,220



Impressions: 9,902
Engagements: 401
Retweets: 24
Followers: 9,033

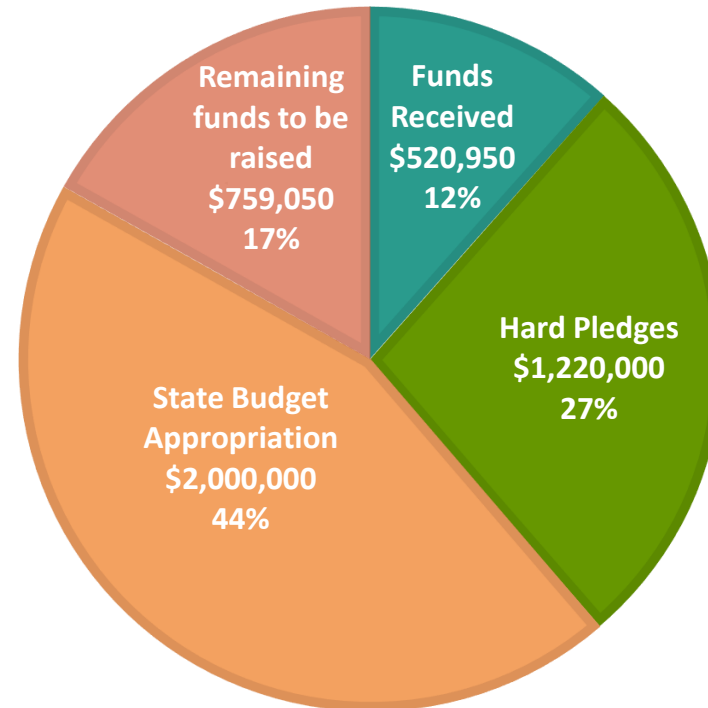
Capital Campaign Progress
As of July 6, 2022

Funds Received	\$520,950
Hard Pledges	\$1,220,000
State Budget Appropriation	\$2,000,000
Remaining funds to be raised	\$759,050
Goal	\$4,500,000

Upcoming major donor prospects

Delta Dental
Consumers Energy

PPZS CAPITAL CAMPAIGN PROGRESS - JULY 6, 2022
GOAL \$4,500,000





Potter Park Zoological Society Donations Report Second Quarter 2022 (Cumulative)

The Potter Park Zoological Society made the following cash donations to and on behalf of Potter Park Zoo:

Date	Total	Project
January 2022	\$2,500	Rhino/Elk Exhibit Donations
January 2022	\$166.11	International Rhino Foundation Donation (Quarters for Conservation)
January 2022	\$539.09	International Rhino Foundation Donation (World Rhino Day)
January 2022	\$971	Red Panda Network Donation (Quarters for Conservation)
January 2022	\$410.32	Eastern Massasauga Research Donation (Quarters for Conservation)
February 2022	\$1200	Purchase of stainless steel cabinet for veterinary department
March 2022	\$58.27	Animal care supplies for education rats
April 2022	\$48.74	Animal care supplies for education rats
April 2022	\$99.89	Animal enrichment donation
May 2022	\$96.53	Animal care supplies for education rats
May 2022	\$111.76	Animal enrichment donation
May 2022	\$29000	Items purchased with Hands Free Zoo – Capital Improvement Accessibility Grant
Total	\$35,002.19	

***This does not include funds raised for the capital campaign.**

Additional Benefits Provided by the Society to the Zoo:



Communications Specialist position for the first and second quarter – approximately: \$16,640

Membership Revenue first and second quarter 2022: \$106,703

15% of Membership Revenue: \$16,005