

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 "August 10, 2022".

POTTER PARK ZOO ADVISORY BOARD MEETING

**Wednesday, August 10, 2022
6:00 PM**

- 1. Call to Order**
- 2. Approval of the July 13, 2022 Meeting Minutes.**
- 3. Limited Public Comment – *Limited to 3 minutes with no discussion***
- 4. Late Items/Deletions/Consent Items**
- 5. Action Items**
 - a. Resolution – Agreement Wolverine Engineers & Surveyors
- 6. Director's Report**
 - a. Finance Report – Cynthia Wagner
 - b. Admission Report- Cynthia Wagner
 - c. Director's Report – Cynthia Wagner
- 7. New Business**
 - a. AIRS Black Rhino Study – Pat Fountain
- 8. Old Business**
 - a. Capital Campaign Update – Amy Morris
- 9. Board Comments**
- 10. Limited Public Comment - *Limited to 3 minutes with no discussion***
- 11. Upcoming Meeting**
 - a. Zoo Advisory Board Meeting September 14, 2022 at 6:00 PM
- 12. 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, July 13, 2022

BOARD MEMBERS

PRESENT: Chair Cheryl Bergman, Jack Kottwitz, Dr. Richard Snider, Julie Pingston, Emily Linden, and Mary Leys

ALSO PRESENT: Cynthia Wagner, Zoo Director, Amy Morris, Executive Director Potter Park Zoological Society

ABSENT: Commissioner Tennis, Commissioner Trubac, Vice Chair Kyle Binkley, Molly Korn, and Mary Hauser

CALL TO ORDER: Meeting called to order at 6:01 p.m.

MINUTES: Quorum present at 6:09

Moved by Julie Pingston and supported by Mary Leys to approve the minutes of the June 08, 2022 meeting as written, **Yes-6; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

ACTION ITEMS

Zoo and Park Rules

Chair Bergman stated the rules seem very thorough and asked if there had been big changes. Director Wagner stated these have been updated significantly to specific the zoo and park separately and include things such as drones. This new version has been years in the making and will be posted for public after the Zoo Board and Parks Board support.

Dr. Snider suggested Section 3. B and C be looked at for clarity.

Mary Leys stated there was a typo in Section 7. B.

Dr. Snider asked about the section on drones and Director Wagner confirmed the wording was according to the law and must remain as written.

Moved by Julie Pingston and supported by Emily Linden to support the Ingham County Board of Commissioners considering the rules and regulations. **Yes-6; No-0; MOTION CARRIED.**

FINANCIAL REPORTS

Zoo Financial Report

Director Wagner reported there were some unexpected expenses due to penguin chiller repairs over the Fourth of July holiday weekend, but that overall spending was in line with budget. Revenue is up including admissions, parking, gift shop, and concessions.

Admission Report

Director Wagner reported admission was up for June as was parking. Admission is down 5% without school groups, but with school groups the totals are up. Julie Pingston noted it was good to see events attendance numbers back up to 2019 numbers.

Jack Kottwitz arrived at 6:09 PM.

Dr. Snider asked if the zoo had attendance zip code data and Director Wagner reported it is recorded at the gate.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

Heath Thurman is the new communications specialist and is doing a great job learning social media and other aspects of the position.

Father's Day saw 315 fathers receive free admission.

The Society received a grant for a little free library which has been installed in the park.

Artist, Art of Adrienne, painted several fences throughout the zoo and the VEZU doors which have brightened up the zoo.

Zookambi is going well and the high school class starts August 22 with a full class.

The Temple Grandin event went well and everyone that attended was very happy. The Society planned and carried out the event. Temple met with the animal care staff and toured the zoo.

Conservation Station volunteers engaged with 13,142 guests in June.

Zoo Days went smoothly. This year the zoo added mascots and they were very popular.

The USDA inspection results found no non-compliant items.

Potter Park Zoo was featured in the July AZA Connect magazine for a dental procedure.

Around 1,700 Puerto Rican Crested tadpoles were sent to Puerto Rico.

NEW BUSINESS

None

OLD BUSINESS

Capital Campaign Update and External Relations Subcommittee Update

Director Morris reported the zoo was allocated 2 million from the State budget for the animal hospital. With that funding there is \$750,000 remaining funds to be raised toward the 4.5 million goal. The Society will continue to

approach foundations and raise funds as the cost of the project is likely to be more than the original estimated cost. The zoo is working to put together an RFP for architectural and engineering firms to start the process.

Dr. Snider recommended getting the public involved, even if all the funds are raised for the project, by educating them about the process and the reasons for the hospital. Jack Kottwitz commented that costs are varying greatly on equipment right now and to take that into consideration.

Director Morris stated as the funds are raised for the hospital that Phase 2 will be planned to raise money for exhibits such as the renovation for the penguin exhibit.

Cheryl Bergman reported that she would be working with Jack Kottwitz and Molly Korn for the External Relations sub-committee in conjunction with the Society.

PPZS Donations Report

Director Morris stated this was the quarterly donations report for donations from the Society to the Zoo.

Strategy Subcommittee

Mary Leys stated it was her opinion that while there was a need for the committee when it was formed that at this time she does not feel it needs to continue. She suggested as situations arise that need the committees input the committee could convene to discuss that specific topic. Director Wagner agreed this was an appropriate way to move forward.

Dr. Snider stated strategic planning is critical and even though the zoo seems healthy currently that it is important to stay focused on the future of the zoo. Chair Bergman asked about the zoo's master plan and requested the plan be reviewed at a future board meeting. Director Wagner agreed to address that at a future meeting and stated she could provide to the board the presentation she prepared for the 2023 Controller budget hearing which lists necessary capital improvement projects over the next few years. She informed the board that once the hospital is started it will be time to start a new formal master plan process.

Dr. Snider reported on information he had compiled about conservation and the need for conservation in zoos. He stated it is imperative that Potter Park Zoo grow in this area and educate the community about conservation and what that entails. He suggested the board look at the Chester Zoo's website and their conservation plan. Director Wagner stated she would set up a meeting with Dr. Snider to discuss this topic specifically and report back to the board.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

Commissioner Pena reminded the board about the upcoming Ingham County Fair.

ADJOURNMENT

Meeting ended at 7:37 p.m.

**POTTER PARK ZOO
BALANCE SHEET - PRELIMINARY
AS OF JULY 31ST, 2022**

ASSETS

CASH	\$ 2,934,029
DEPOSITORY CASH	357,200
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	739,766
TAXES REC - DELINQUENT	23,441
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(18,817)
IFT TAX RECEIVABLE	(15,546)
PROPERTY TAX RECEIVABLE	-
INTEREST RECEIVABLE	2,931
DUE FROM STATE	-
INVENTORY	68,592
PREPAID EXPENSES	0
TOTAL ASSETS	<u><u>\$ 4,099,595</u></u>

LIABILITIES

VOUCHERS PAYABLE	-
DUE TO ZOOLOGICAL SOCIETY	38,485
TAX LEVY LIABILITY	23,500
SALES TAX PAYABLE	2
REFUND NOW	(61)
REFUND APPLY	(634)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	91,690
DEFERRED REVENUE - PROPERTY TAXES	-
DEFERRED REVENUE - DELINQUENT TAXES	6,356
TOTAL LIABILITIES	<u>159,338</u>

FUND BALANCE

	68,592
UNRESTRICTED FUND BALANCE	<u>3,871,665</u>
	3,940,257
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 4,099,595</u></u>

POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY
FOR 7 MONTHS ENDING JULY 31ST, 2022

	2022 BUDGET	JULY 2022 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	JULY 2021 YTD ACTUAL
REVENUES					
PROPERTY TAX	\$ 4,150,873	\$ 4,027,195	\$ 123,678	97.02%	\$ 3,231,768
UNALLOCATED PORTION OF TAXES (5 MONTHS)	\$ -	\$ (1,677,998)	\$ -	0.00%	\$ (1,346,570)
ADMISSIONS	\$ 625,000	\$ 499,303	\$ 125,697	79.89%	\$ 504,739
CONCESSIONS, GIFT SHOP, VENDING	\$ 510,000	\$ 551,242	\$ (41,242)	108.09%	\$ 481,794
PARKING FEES	\$ 185,000	\$ 108,006	\$ 76,994	58.38%	\$ 92,545
INTERACTIVE SITES	\$ 70,000	\$ 77,719	\$ (7,719)	111.03%	\$ 84,992
INTEREST INCOME	\$ 40,000	\$ 6,863	\$ 33,137	17.16%	\$ 667
OTHER REVENUES	\$ (640,586)	\$ 76,756	\$ (717,342)	-11.98%	\$ 71,704
TOTAL REVENUES	\$ 4,940,287	\$ 3,669,086	\$ (406,797)	74.27%	\$ 3,121,640
EXPENDITURES					
PERSONNEL SERVICES					
Salaries & Wages - Full Time	\$ 1,704,351	\$ 905,705	\$ 798,646	53.14%	\$ 880,186
Salaries & Wages - Seasonal	\$ 565,284	\$ 376,844	\$ 188,440	66.66%	\$ 346,283
Benefits	\$ 885,155	\$ 506,463	\$ 378,692	57.22%	\$ 501,149
Total Personnel Services	\$ 3,154,790	\$ 1,789,013	\$ 1,365,777	56.71%	\$ 1,727,618
CONTROLLABLE EXPENDITURES					
Supplies	\$ 323,000	\$ 286,426	\$ 36,574	88.68%	\$ 240,444
Animal Care	\$ 302,000	\$ 157,422	\$ 144,578	52.13%	\$ 140,913
Purchased Services	\$ 1,150,767	\$ 378,110	\$ 772,657	32.86%	\$ 375,821
Utilities - Telephone	\$ 20,125	\$ 9,378	\$ 10,747	46.60%	\$ 10,870
Rentals & Leases	\$ 2,000	\$ 165	\$ 1,835	8.24%	\$ 2,609
Other Expenses	\$ 136,650	\$ 90,401	\$ 46,249	66.16%	\$ 49,454
Total Controllable Expenditures	\$ 1,934,542	\$ 921,902	\$ 1,012,640	47.65%	\$ 820,112
NON-CONTROLLABLE EXPENDITURES					
Utilities	\$ 235,000	\$ 182,875	\$ 52,125	77.82%	\$ 159,218
Insurance	\$ 85,000	\$ 87,544	\$ (2,544)	102.99%	\$ 68,544
IT Support Expense	\$ 188,148	\$ 111,399	\$ 76,749	59.21%	\$ 49,052
Other Expenses	\$ 496	\$ 372	\$ 124	75.05%	\$ 248
Total Non-Controllable Expenditures	\$ 508,644	\$ 382,190	\$ 126,454	75.14%	\$ 277,061
CAPITAL OUTLAY					
Capital Improvements	\$ (657,689)	\$ 58,098	\$ (715,787)	-8.83%	\$ -
TOTAL EXPENDITURES	\$ 4,940,287	\$ 3,151,203	\$ 1,789,084	63.79%	\$ 2,824,791
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ 517,883			\$ 296,849
FUND BALANCE AS OF 1/1/22					
NON-SPENDABLE		\$ 68,592			
UNRESTRICTED		\$ 1,593,862			
		<u>\$ 1,662,454</u>			
FUND BALANCE AS OF 7/31/2022		\$ 2,180,338			
FUND BALANCE AS OF 7/31/2022					
UNSPENDABLE		\$ 68,592			
UNRESTRICTED		\$ 2,111,746			
		<u>\$ 2,180,338</u>			

POTTER PARK ZOO
MONTHLY PARKING REPORT
FOR MONTH AND YTD ENDING JULY 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	16	10	18	8	275	89	212	123
ANNUAL NON-RESIDENT PASS	1	3	2	(1)	31	8	26	18
PPZ MEMBER DELUXE/PREMIUM	357	539	579	40	1,388	1,753	1,919	166
DAILY RESIDENT PARKING	3,094	3,112	3,224	112	11,689	10,270	11,968	1,698
DAILY NON-RESIDENT PARKING	3,365	3,750	3,401	(349)	14,227	12,275	12,973	698
EVENTS	2,296	989	1,308	319	2,471	989	1,677	688
ANNUAL PASS RESIDENT ENTRY	0	0	339	339	0	0	1,091	1,091
ANNUAL PASS NON-RESIDENT ENTRY	0	0	8	8	0	0	19	19
WAIVED ANNUAL PASS	0	0	7	7	0	0	40	40
OTHER (non-paying)	1,112	467	142	(325)	8,740	1,395	739	(656)
TOTAL	10,241	8,870	9,028	158	38,821	26,779	30,664	3,885

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 ATTENDANCE REPORT
FOR MONTH AND YTD ENDING JULY 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	4306	2,664	2,172	26	2,198	(466)	15,544	8,624	7,764	(860)
CHILD NON-RESIDENT	0	4,008	2,670	368	3,038	(970)	0	13,066	9,880	(3,186)
CHILDREN - UNDER 3	2,022	1,975	1,226	105	1,331	(644)	8,314	7,844	5,479	(2,365)
ADULT RESIDENT	3,743	4,559	4,274	86	4,360	(199)	15,423	16,280	17,260	980
ADULT NON-RESIDENT	3,652	5,919	4,198	616	4,814	(1,105)	11,626	19,940	19,338	(602)
SENIOR/MILITARY RESIDENT	473	748	708	6	714	(34)	1,589	1,771	1,936	165
SENIOR/MILITARY NON-RESIDENT	690	1,127	893	75	968	(159)	2,066	3,053	2,669	(384)
GROUPS	1187	1,708	2,289	0	2,289	581	8,642	3,283	16,571	13,288
SUBTOTAL	16,073	22,708	18,430	1,282	19,712	(2,996)	67,123	73,861	80,330	6,469
MEMBERSHIPS/PROGRAMS										
PPZ MEMBERS/RECIPROCAL	4,473	3,160	3,240	48	3,288	128	18,585	12,704	12,715	11
SOCIETY PROGRAMMING/EVENTS	8,366	3,974	4,722	0	4,722	748	20,840	8,196	11,005	2,809
MONDAY PROGRAM	1622	627	870	4	874	247	5,804	1,895	2,805	910
ZIYN	0	518	851	0	851	333	0	1,719	2,968	1,249
OTHER (non-paying)	119	0	27	0	27	27	1,375	830	1,490	660
SUBTOTAL	14,580	8,279	9,710	52	9,762	1,483	46,604	25,344	30,983	5,639
GRAND TOTAL	30,653	30,987	28,140	1,334	29,474	(1,513)	113,727	99,205	111,313	12,108

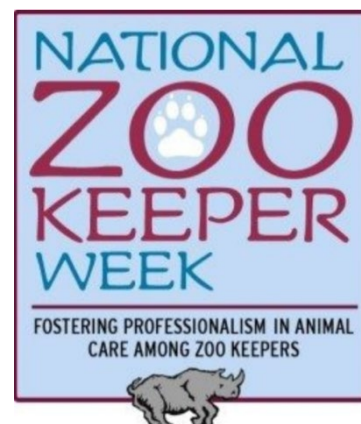
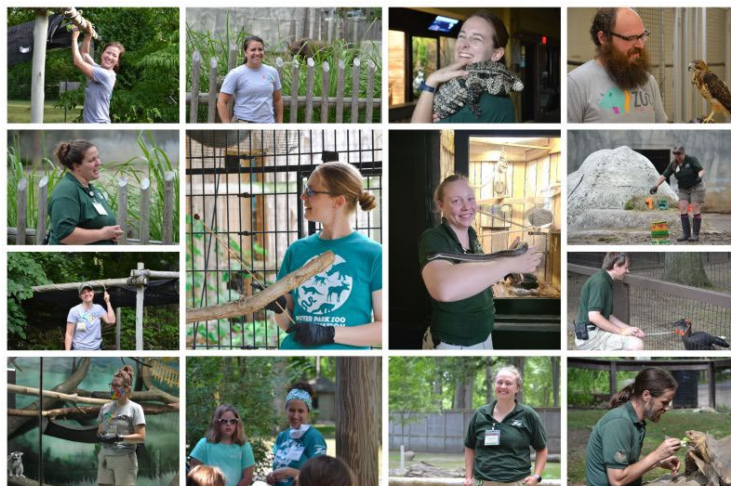
ADMISSION TYPE	DESCRIPTION
CHILDREN RESIDENT	Children, Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN NON-RESIDENT	Children, Out of Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
CHILDREN - UNDER 3	All Children, any county under age 3 (Free)
ADULT RESIDENT	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



Director's Report August 10, 2022

Staff

National Zookeeper Week was July 17-23. The National Zoo Keeper Week program, created by the American Association of Zoo Keepers (AAZK), connects with both the public and all animal care professionals in the name of raising awareness of what animal care-professionals do year-round, recognizing their hard work, conservation efforts, and passion. We showed our appreciation for the hard work our keepers do with activities, snacks and social posts through the week.

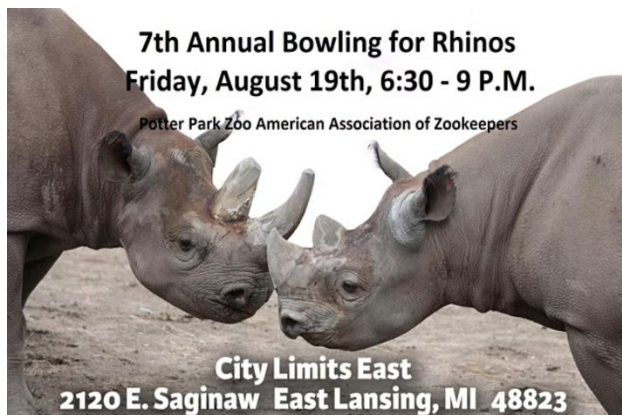


Amanda Stabler has resigned as Veterinary Technician. The position is posted and we will be using temporary technicians until the position is filled.

Stephanie Pentiuk accepted the position of Conservation Engagement Lead and will begin work Aug. 14. Stephanie has a bachelor's degree in education and science from the University of Michigan, a master's degree in conservation from the University of Miami, and extensive conservation and education experience. She has worked in Mexico, Singapore, Egypt, Thailand as well as in the U.S.

Autumn Keller joined the hoofstock area as a full-time keeper in July.

Many Society staff will attend the AZA conference in Baltimore at the end of August. This is a very beneficial professional development opportunity.



This is Potter Park Zoo's AAZK 7th Annual Bowling for Rhinos event, back after a two-year Covid break. Zookeepers from around the United States and Canada donate their time and skills to run these events allowing every penny raised to help endangered species such as rhinos, cheetahs, elephants, and tigers. This event will be held on Aug 19 from 6:30-9 p.m. at City Limits East.

Public Safety

Employee injury reports are down 46% through July 27, 2022 compared to 2021.

Fire extinguisher training is being completed in August for staff that is required to complete it.

A level 1 escape (dangerous animal) drill was completed July 14 in conjunction with a code blue (human injury) drill. These are all required AZA drills.

The Ingham County Sheriff's department will be conducting a training at the zoo August 30 to meet with the Emergency Response Team and go over the basics of gun safety as well as parts of the firearms.

Guest Services

Recent reviews:

Local Guide · 34 reviews · 20 photos

★★★★★ 4 days ago **NEW**

Love this zoo. I really enjoyed bills and quills a great new space for the porcupines and hornbill. The membership is so worth it!



Local Guide · 21 reviews · 213 photos

★★★★★ 5 days ago **NEW**

A great, clean place to visit. Keepers are very knowledgeable and excited about their work and were willing to answer many, many questions!



Adrienne from Art of Adrienne has finished the murals she will be doing this year on fences in the zoo. We hope to have her complete an additional section of fence in 2023.

Events

Zoo Nights #3 Recap

Over 500 people attended the July event. It was the largest one yet this year!

Local Guide · 17 reviews · 3 photos

★★★★★ a week ago **NEW**

My husband and I went to Zoo Nights for a date. It was happy hour at the zoo. Had a great time. There were great food vendors and got to try lots of new drinks. The scavenger hunt was fun too!

Zoo Nights #4 is Aug 18 from 5 - 8 p.m. Interested in helping out with the event?

Email kgibson@ingham.org to volunteer!



Vendors will include:
Michigan Made Treats
Texas Roadhouse
Outback Steakhouse
Saugatuck Brewing Company
Sierra Rose Hard Cider
Archival Brewings
Red Cedar Spirits
Dan Henry Distributing

Education

The last week of Zookambi is August 8-12. The week of July 25-29 was canceled due to multiple staff illnesses. We filled to 98% of capacity for the year.

Our zoo teens continue to do an amazing job educating our guests at our Conservation Education Stations

BIG Zoo Lesson classes for the 2022-2023 school year have been scheduled. The first classes will start the week of September 12-16.



The summer interns finish the semester August 12. Interviews are underway for fall interns.

Membership

Members Night is a one of a kind event for Potter Park Zoo members on August 10 from 5-8 p.m. It is filled with animal education stations, kid's activities, keeper/animal care talks, and more! A light meal (hotdog, chips, drink and a treat) is also included. This annual event celebrates the contribution members make to the future of the zoo.

The month of July finished with a total of 6,421 current members (not including children) and 2,940-member households.

Volunteers

In July, 112 volunteers and 41 group volunteers contributed 4,030 hours to the zoo through conservation education, tours, gardening, events and more. Additionally, our Conservation Education Station volunteers engaged with approximately 18,270 visitors.

DEAI

Zoo in Your Neighborhood

Elsie Public Library is a new partner. With a 21% poverty rate, it will give another area of the Greater Lansing Area the opportunity to visit the zoo without a financial barrier.

Over 800 guests visited with a zoo pass in July (217 passes were used). A zoo pass was used every day of July which is uncommon.

As of July 11th, 30% of those that filled out a survey this year said they would not have visited the zoo without a pass and 58% said money normally prevents them from visiting PPZ.

Mariah Martinez travelled to nine different locations to present pelts and artifacts to families all over the mid-Michigan area, as part of the ZIYN program.

FALCONERS

We held our annual dinner for our FALCONERS families August 4. Outback Steakhouse cooked burgers, broccoli and potatoes and 142 participants enjoyed.

The DEAI Committee worked on an exit survey to gather demographics of those who visit PPZ. This is being edited and finalized by the DEAI Committee Leader, Mariah Martinez and will be implemented in September.

Unity in the Community Event

Save the date! Ingham County will be having their annual Unity in the Community event Sept. 16. It will be located at Hawk Island County Park and it is free to all county residents. The Zoo will participate with an educational table.



Animal Care and Research



On July 21 one red panda cub was born! The cub is doing well and a naming contest will be held this fall.

The baby binturong are starting to move around their stall and explore a little. A naming contest for these two (one male, one female) is coming soon.

The baby lemur has been spending more time off of mom and exploring the exhibit and climbing branches. A naming contest will be held as soon as we have confirmation of sex.

See our newest addition coming soon to the reptile building, Marge the Timber Rattlesnake.

The northern pine snakes are now on exhibit in the birdhouse. Stop by and see them when you get the chance. Area 80 is doing a great job making improvements to several exhibits.



Dr. Ronan was asked to help co-author the updated version of Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospital. This is the document that AZA uses when evaluating zoo hospitals.

Pat Fountain has been elected to the International Rhino Keeper Association (IRKA) Board of Directors. His term starts September 1, 2022.

TO: Potter Park Zoo Board
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: August 2, 2022
SUBJECT: Agreement with Wolverine Engineers & Surveyors Inc. for Architectural and Engineering Services for Asphalt Replacement at Potter Park Zoo

BACKGROUND

The Potter Park Zoo pathways are in disrepair and need complete replacement to provide a safe and ADA compliant experience for zoo guests. A capital improvement project (CIP) in the amount of \$500,000 was requested and approved in the 2022 budget for asphalt replacement.

The Purchasing Department issued a Request for Proposals (RFP) for professional consulting services for the reconstruction of approximately 13,000 linear feet of asphalt walkways and services roads at Potter Park Zoo and Park. An Evaluation Committee was convened comprised of the Zoo Director, Zoo Deputy Director, and Purchasing Director. After review and evaluation of the six proposals received, the Committee is unanimously recommending awarding the contract to Wolverine Engineers & Surveyors, Inc. Wolverine is a local vendor, has demonstrated knowledge of and experience with projects of similar size and scope to this contract (Hayhoe Riverwalk Trail), and can prepare bidding documents for construction by the end of 2022.

ALTERNATIVES

The alternative would be to award the agreement to the lowest bid. However, while not the lowest cost proposal received, the Committee believes that Wolverine will provide the best value to the County on this project.

FINANCIAL IMPACT

Wolverine Engineers & Surveyors Inc. submitted the most responsive and responsible bid of \$138,300 for architectural and engineering services for asphalt replacement at Potter Park Zoo. A contingency of \$10,000 is requested for any undiscovered conditions for a total cost of \$148,300. Funds are available in the 2022 CIP line item #25869900 931000 31000 to cover the full cost of these services.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
25869900 931000 31000	\$500,000.00	\$500,000.00	\$148,300.00 Includes contingency	\$351,700.00
Zoo Fund				

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Wolverine Engineers & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300.

POTTER PARK ZOO ADVISORY BOARD

Meeting of August 10, 2022

RESOLUTION TO SUPPORT AN AGREEMENT WITH WOLVERINE ENGINEERING & SURVEYORS INC.

WHEREAS, the Potter Park Zoo asphalt pathways need replacement to maintain a safe and ADA compliant experience for zoo guests; and

WHEREAS, a capital improvement project (CIP) in the amount of \$500,000 was requested and approved in the 2022 budget for asphalt replacement; and

WHEREAS, the Purchasing Department issued a Request for Proposals for professional consulting services for the reconstruction of approximately 13,000 linear feet of asphalt walkways and services roads at Potter Park Zoo and Park; and

WHEREAS, after review and evaluation, the Evaluation Committee—comprised of the Zoo Director, Deputy Zoo Director and Purchasing Director—is unanimously recommending entering into an agreement with Wolverine Engineers & Surveyors Inc., who submitted the most responsive and responsible bid of \$138,300, for architectural and engineering services for asphalt replacement at Potter Park Zoo; and

WHEREAS, the Zoo is requesting a contingency of \$10,000 for any undiscovered conditions; and

WHEREAS, funds are available in Zoo CIP line item #25869900 931000 31000 to cover the full cost including contingency; and

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board hereby supports entering into an agreement with Wolverine Engineering & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300 which includes a \$10,000 contingency.