

# 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](http://www.potterparkzoo.org), selecting "About," clicking on "Zoo Advisory Board" and clicking "November 09, 2022".

## **POTTER PARK ZOO ADVISORY BOARD MEETING**

**Wednesday, November 09, 2022  
6:00 PM**

- 1. Call to Order**
- 2. Approval of the October 12, 2022 Meeting Minutes.**
- 3. Limited Public Comment – *Limited to 3 minutes with no discussion***
- 4. Late Items/Deletions/Consent Items**
- 5. Action Items**
  - a. 2023 Meeting Dates
  - b. Resolution – Zoological Society Donations
- 6. Director's Report**
  - a. Finance Report – Cynthia Wagner
  - b. Admission Report- Cynthia Wagner
  - c. Director's Report – Cynthia Wagner
- 7. New Business**
- 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 December 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, October 12, 2022**

**BOARD MEMBERS**

**PRESENT:** Chair Cheryl Bergman, Commissioner Trubac, Julie Pingston, Molly Korn, Mary Leys, and Emily Linden

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

**ABSENT:** Vice Chair Kyle Binkley, Commissioner Todd Tennis, Dr. Jack Kottwitz, Dr. Richard Snider and Mary Hauser

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

**MINUTES:** Moved by Julie Pingston and supported by Molly Korn to approve the minutes of the Aug. 10 and Sept. 14, 2022 meeting as written, **Yes-6; No-0; MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

Mrs. Campbell introduced herself and her son and stated he was working on a school government project.

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

None

**ACTION ITEMS**

Director Wagner informed the board she was in the process of writing a resolution for accepting donations from the Zoological Society for the animal health facility and that it would be on the agenda for the next meeting.

**FINANCIAL REPORTS**

**Admission and Parking Report**

Director Wagner reported parking was down for the month, but up year to date compared to 2021. She explained the year to date number compared to 2019 looks down significantly, however the majority of that decrease is from unpaid parking and events, not daily parking. She continued stating admissions was up for both the month and year to date compared to 2021.

**Zoo Financial Report**

Director Wagner reported that the zoo fund balance as of the end of September shows a balance of \$2,100,681. She stated based on budgeted revenues and expenditures including CIP that fund balance is expected to be at \$1,500,000 at the end of 2022.

## **ZOO DIRECTOR REPORT**

Major Elements Reported by Director Wagner:

- Autumn Carpenter has accepted the full-time veterinary technician position and will start Nov. 6, 2022.
- Staff injury reports are down by 29 percent year to date compared to 2021.
- Professional development opportunities have increased, and the zoo has started to schedule staff to attend conferences and workshops again. Brian Fisher is attending the Zoo & Aquarium Facilities Association (ZAFA) conference. Annie Marcum is attending the American Association of Zoo Keepers (AAZK) annual conference and Sarah Foote is at the zoo registrars conference. Several other workshops and conferences are beginning to be scheduled for 2023.
  - Mary Leys stated she appreciated the zoo's efforts to send staff to professional development opportunities and that is important for staff.
- The zoo has decided to get two mascots for 2023 which include a rhino and an otter. Mascots proved to be very popular during Zoo Days and mascots will be able to attend community events representing the zoo. Mascots will be paid for with marketing funds.
- There were 586 Ingham County & City of Lansing residents that enjoyed free admission to the zoo Oct. 1, 2022.
- Nearly 100 college students visited the zoo for free for college day Oct. 2, 2022.
- The first weekend of Fall Zootacular had 2,200 guests.
- Mariah Martinez created a demographic survey for guests to complete as they leave the zoo. The information gathered is very important for many grant applications the Zoological Society completes.
- Several maintenance projects are underway including the survey for the asphalt replacement. The tree felling services resolution is going for board approval next round. The trees will need to be removed in January, February, and March to decrease the risk of oak wilt.
- The beverage services agreement authorization resolution is going for board approval next round. Pepsi was the only vendor to respond so the recommendation is to move forward with an agreement with Pepsi for beverage services at Potter Park.
  - Commissioner Trubac asked how many potential beverage vendors there are, and Director Wagner replied only two, Coke and Pepsi.

## **NEW BUSINESS**

### **Ticket Distribution as a Marketing Strategy Update**

Year to date 467 passes have been distributed to a total of 86 organizations. There is a wide variety of organizations represented through the mid-Michigan region.

### **AZA Conservation and Science**

The 2021 AZA conservation report is included in the packet for the boards review.

## **OLD BUSINESS**

### **Capital Campaign Update**

Executive Director Amy Morris-Hall presented a capital campaign update. Total funds raised in hard commitments and funds in hand is around 3.8M. There are two foundations that the zoo is waiting to hear back from that have the potential to put the total over the 4.5M goal.

### **BOARD COMMENTS**

None

### **LIMITED PUBLIC COMMENT**

None

### **ADJOURNMENT**

Meeting ended at 6:35 p.m.

**POTTER PARK ZOO**  
**MONTHLY PARKING REPORT**  
**FOR MONTH AND YTD ENDING October 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	0	1	0	(1)	279	92	216	124
ANNUAL NON-RESIDENT PASS	0	0	0	0	31	10	26	16
PPZ MEMBER DELUXE/PREMIUM	398	525	561	36	2,495	3,004	3,263	259
DAILY RESIDENT PARKING	2,875	2,421	2,346	(75)	19,939	17,491	18,858	1,367
DAILY NON-RESIDENT PARKING	1,845	1,440	1,791	351	21,972	20,154	19,660	(494)
EVENTS	0	0	126	126	3,474	1,061	2,080	1,019
ANNUAL PASS RESIDENT ENTRY	0	0	265	265	0	218	1,955	1,737
ANNUAL PASS NON-RESIDENT ENTRY	0	0	12	12	0	6	45	39
WAIVED ANNUAL PASS	0	0	0	0	0	5	44	39
OTHER (non-paying)	863	332	21	(311)	12,317	2,087	895	(1,192)
TOTAL	5,981	4,719	5,122	403	60,507	44,128	47,042	2,914

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 OCTOBER 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	384	414	426	0	426	12	22,661	13,096	11,099	(1,997)
CHILD NON-RESIDENT		490	339	0	339	(151)	0	18,094	14,346	(3,748)
CHILDREN - UNDER 3	300	452	418	103	521	69	11,999	15,858	8,129	(7,729)
ADULT RESIDENT	642	1,071	1,593	6	1,599	528	22,339	23,342	24,648	1,306
ADULT NON-RESIDENT	361	974	822	0	822	(152)	17,751	27,543	26,375	(1,168)
SENIOR/MILITARY RESIDENT	121	202	163	0	163	(39)	2,668	2,894	3,184	290
SENIOR/MILITARY NON-RESIDENT	141	242	146	0	146	(96)	3,590	4,756	4,219	(537)
GROUPS	237	45	0	0	0	(45)	9,754	4,178	18,138	13,960
SUBTOTAL	2,186	3,890	3,907	109	4,016	126	90,762	109,761	110,138	377
MEMBERSHIPS/PROGRAMS										
PPZ MEMBERS/RECIPROCAL	703	1,026	1,236	67	1,303	277	25,800	17,929	18,712	783
SOCIETY PROGRAMMING/EVENTS	12,153	9,678	8,206	1,081	9,287	(391)	37,643	20,122	24,475	4,353
MONDAY PROGRAM	466	132	411	0	411	279	8,005	3,214	4,340	1,126
ZIYN	0	171	250	0	250	79	0	2,630	4,275	1,645
OTHER (non-paying)	28	152	0	0	0	(152)	4,625	2,093	1,562	(531)
SUBTOTAL	13,350	11,159	10,103	1,148	11,251	92	76,073	45,988	53,364	7,376
GRAND TOTAL	15,536	15,049	14,010	1,257	15,267	218	166,835	155,749	163,502	7,753

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  
BALANCE SHEET - PRELIMINARY  
AS OF OCTOBER 31ST, 2022**

**ASSETS**

CASH	\$ 2,226,894
DEPOSITORY CASH	197,776
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	738,918
TAXES REC - DELINQUENT	20,151
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	64,950
ACCOUNTS RECEIVABLE - OTHER	80

<b>TOTAL ASSETS</b>	<u><u>\$ 3,293,930</u></u>
---------------------	----------------------------

**LIABILITIES**

VOUCHERS PAYABLE	-
DUE TO ZOOLOGICAL SOCIETY	104,547
TAX LEVY LIABILITY	23,500
SALES TAX PAYABLE	2,434
REFUND NOW	(61)
REFUND APPLY	(634)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	16,232
DEFERRED REVENUE - PROPERTY TAXES	-
DEFERRED REVENUE - DELINQUENT TAXES	6,356
DEFERRED REVENUE - POTTER PARK	6,019

<b>TOTAL LIABILITIES</b>	<u>158,393</u>
--------------------------	----------------

**FUND BALANCE**

UNSPENDABLE	68,592
UNRESTRICTED FUND BALANCE	<u>3,066,945</u>
	3,135,537

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u><u>\$ 3,293,930</u></u>
---	----------------------------

**POTTER PARK ZOO**  
**YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY**  
**FOR 3 MONTHS ENDING OCTOBER 31ST, 2022**

	2022 BUDGET	OCTOBER 2022 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	OCTOBER 2021 YTD ACTUAL
<b>REVENUES</b>					
PROPERTY TAX	\$ 4,150,873	\$ 4,026,683	\$ 124,190	97.01%	\$ 3,230,862
UNALLOCATED PORTION OF TAXES (2 MONTHS)	\$ -	\$ (671,114)	\$ -	0.00%	\$ (538,477)
ADMISSIONS	\$ 625,000	\$ 710,277	\$ (85,277)	113.64%	\$ 753,270
CONCESSIONS, GIFT SHOP, VENDING	\$ 510,000	\$ 795,214	\$ (285,214)	155.92%	\$ 748,926
PARKING FEES	\$ 185,000	\$ 162,954	\$ 22,046	88.08%	\$ 154,347
INTERACTIVE SITES	\$ 70,000	\$ 109,173	\$ (39,173)	155.96%	\$ 131,863
INTEREST INCOME	\$ 40,000	\$ 14,452	\$ 25,548	36.13%	\$ 2,581
OTHER REVENUES	\$ (640,586)	\$ 87,775	\$ (728,361)	-13.70%	\$ 83,184
<b>TOTAL REVENUES</b>	<b>\$ 4,940,287</b>	<b>\$ 5,235,414</b>	<b>\$ (966,241)</b>	<b>105.97%</b>	<b>\$ 4,566,558</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICES</b>					
Salaries & Wages - Full Time	\$ 1,704,351	\$ 1,331,400	\$ 372,951	78.12%	\$ 1,296,445
Salaries & Wages - Seasonal	\$ 565,284	\$ 610,059	\$ (44,775)	107.92%	\$ 566,601
Benefits	\$ 885,155	\$ 734,635	\$ 150,520	83.00%	\$ 727,277
Total Personnel Services	\$ 3,154,790	\$ 2,676,094	\$ 478,696	84.83%	\$ 2,590,323
<b>CONTROLLABLE EXPENDITURES</b>					
Supplies	\$ 323,000	\$ 418,110	\$ (95,110)	129.45%	\$ 374,485
Animal Care	\$ 302,000	\$ 231,645	\$ 70,355	76.70%	\$ 226,990
Purchased Services	\$ 1,150,767	\$ 528,331	\$ 622,436	45.91%	\$ 529,286
Utilities - Telephone	\$ 20,125	\$ 16,424	\$ 3,701	81.61%	\$ 15,614
Rentals & Leases	\$ 2,000	\$ 1,834	\$ 166	91.71%	\$ 3,746
Other Expenses	\$ 136,650	\$ 118,234	\$ 18,416	86.52%	\$ 62,843
Total Controllable Expenditures	\$ 1,934,542	\$ 1,314,578	\$ 619,964	67.95%	\$ 1,212,964
<b>NON-CONTROLLABLE EXPENDITURES</b>					
Utilities	\$ 235,000	\$ 205,998	\$ 29,002	87.66%	\$ 146,546
Insurance	\$ 85,000	\$ 93,448	\$ (8,448)	109.94%	\$ 83,309
IT Support Expense	\$ 188,148	\$ 155,863	\$ 32,285	82.84%	\$ 62,395
Other Expenses	\$ 496	\$ 496	\$ (0)	100.06%	\$ 428
Total Non-Controllable Expenditures	\$ 508,644	\$ 455,806	\$ 52,838	89.61%	\$ 292,678
<b>CAPITAL OUTLAY</b>					
Capital Improvements	\$ (657,689)	\$ 68,889	\$ (726,578)	-10.47%	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,940,287</b>	<b>\$ 4,515,367</b>	<b>\$ 424,920</b>	<b>91.40%</b>	<b>\$ 4,095,965</b>
<b>TOTAL CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 720,047</b>			<b>\$ 470,592</b>
<b>FUND BALANCE AS OF 1/1/22</b>					
NON-SPENDABLE		\$ 68,592			
UNRESTRICTED		\$ 1,593,862			
		<u>\$ 1,662,454</u>			
<b>FUND BALANCE AS OF 10/31/2022</b>		<b>\$ 2,382,501</b>			
<b>FUND BALANCE AS OF 10/31/2022</b>					
UNSPENDABLE		\$ 68,592			
UNRESTRICTED		\$ 2,313,909			
		<u>\$ 2,382,501</u>			





## **Director's Report November 09, 2022**

### **Staff**

Gabbi Dorn and Kelsey Osman have accepted full time zookeeper positions and started in their new positions, Monday, November 7. Autumn Taylor started as full time Veterinary Technician on November 7.

Adrian shot some fantastic drone footage to help promote Fall Zootacular. Heath and Adrian will be working on more drone footage in the future.

The zoo held a flu shot clinic Oct. 11 from 9:30-11 a.m. in the Safari room with 25 staff receiving their flu shot.

The animal care staff have begun getting tested for rabies titers. This is something we check every other year.

All bi-annual building inspections will be completed by November 18. Building inspections include verifying cleanliness, proper labels for food, chemicals and medications, emergency and exit lights are working, first aid supplies stocked, proper PPE equipment is available and areas are clear of clutter and debris.

Potter Park Zoo encourages and supports an employee's decision to breastfeed and has added breastfeeding guidelines to the employee handbook. This document covers the laws for breastfeeding at work, the time and space provided to nursing mothers, and references.

### **Guest Services**

Zoo Hours and rates changed November 1. Winter hours are 10 a.m. - 4 p.m. daily. Parking fees are not charged from Nov. 1- March 30. Ticket pricing is:

Adults – \$5

All Children (ages 3-12) – \$4

All Children Under 3 – FREE

Savanna grill is open on weekends only now and evenings during the Wonderland of Lights.

Jon Lawrence has introduced some new soup options this fall that have been well received.



A few great reviews from our zoo visitors.

★★★★★ a week ago **NEW**

Such a good time everytime. The park is clean and nice. Animals are generally active. My toddler loves the zoo!

★★★★★ a week ago **NEW**

A great place to take the kids to to get energy out and have an educational experience! Slushies are awesome too!

★★★★★ a week ago **NEW**

Always love this zoo! Animals seem happy and well cared for. Also it's not so huge that you or your kids will get tired before you see it all. Clean and beautifully maintained.

## Events

The final weekend of Fall Zootacular saw nearly 3,500 guests! The total attendance for the three weekends was just over 7,000.

The events team is busy setting up holiday lights lately in preparation for the 30th Wonderland of Lights! This hard work creates an extraordinary holiday display! Take a stroll around the zoo, enjoy holiday music, and marvel at the twinkling light displays during this series of magical Michigan winter evenings. The opening weekend is Saturday, Nov. 19, 5 - 8 p.m.

The events team will also be representing the Zoo at the Silver Bells in the City parade Friday, November 18.

## Conservation Education

There are 38 high school students from 14 schools and four counties this school year. The students started keeper shadowing and are already loving it!

“I had a very good/fun experience. I learned a lot more than I thought I would. I felt very safe and calm in my environment, which doesn’t happen very often in new places. I’m so thankful for this experience!”

The Advisory Committee Meeting for the high school class is December 1 at 10:00 AM in Coral Reef. Zoo Board members are welcome to attend and learn more about the class curriculum.

The new homeschool zoo education program called Zoo Crew is getting a lot of positive feedback from both parents and students. There are typically 12-15 students per week in the two different age groups.

Big Zoo Lesson is eight weeks in to the school year and running smoothly. So far this school year 264 students have attended with 12 teachers from seven different schools.

Pollinator-friendly seed packet sales raised \$43.20 for the AZA SAFE Monarch program. Seeds were collected from the zoo’s pollinator garden and packaged for sale at the AniMall. These packets will continue to be sold throughout the winter and into the spring.

## **Conservation Stations**

During the month of October, volunteers ran conservation stations at the otter and penguin exhibits during various feeding times. Volunteers engaged 332 guests during these six hours of stations as they interpreted the feeding process and presented artifacts to continue our conservation messaging.

During Fall Zootacular conservation stations were placed at big cats and reptiles/small mammals for a total of 60 hours. Throughout the duration of the event, these carts reported about 5,000 interactions with guests. Volunteers also hosted a glow room in which 4 skeletons were painted in fluorescent paint under black lights and guests were tasked in identifying the animal. This ticketed activity reached about 1,646 guests.

The conservation engagement team started an initiative to represent women in science by showcasing modern women in various scientific fields. Studies have documented the underrepresentation of women in science and how this perpetuates young girls falling away from these fields as they grow up. “You can’t be what you don’t see” – now hundreds of young girls can see posters of modern women in science here in the discovery center, one of which is a previous Potter Park Zoo Veterinarian, Dr. Tara Harrison.

## **Fundraising**

The End of Year Appeal is currently in draft phase, estimated to hit mailboxes first week of December.

The Society is planning another Paint your Poison fundraiser. This event will be painting Christmas ornament fundraiser. The goal is to have the fundraiser launch the last week of November and run throughout December. The Society will receive a percentage of sales from

each kit sold. This will be the third fundraiser partnering with Paint your Poison and are discussing the possibility of hosting a Valentine's Day paint party at the zoo.

## **Membership/Volunteers**

For the month of October, 2,395 members visited the zoo. Our Fall Zootacular event drew many members out on the weekends.

We ended the month with a total of 6,313 members, making up a total of 2,883 households.

We had many volunteers help us out in the month of October with our Fall Zootacular event, in addition to the Big Zoo Lesson Programming, tours and grounds beautification. There were 405 volunteers who gave a total of 5,745 hours in October in service to the zoo and ultimately our mission.

## **Diversity, Equity, Access and Inclusion (DEAI)**

On Oct. 25 the zoo's DEAI Committee met and discussed and approved the new DEAI strategies to be included in the Strategic Plan.

In October the zoo recognized Hispanic Heritage Month and Filipino American History Month by featuring two scientists on social media. At the October All Staff Meeting, Filipino snacks were provided to the staff.

Since its installation in July, the Little Free Library has provided over 230 books to the community. That does not include what community members may have contributed, just what the zoo itself has filled the library with!

## **FALCONERS**

The October Fall ZooTacular FALCONERS event was a huge success with over 200 participants. There were activities, mini donuts, cider, a craft and candy given out. The families were able to have a sensory friendly experience and avoid the large crowds we see on normal Fall ZooTacular weekends.

Comments from the event:

*"This was my first time bringing my boys (both on the autism spectrum) to the Falconers event and it was wonderful! It was so kind of the zoo to open after hours and for so many people to volunteer and donate items to the event. It was such a welcoming environment and one of the first times I've felt my boys would be accepted just as they are. Thank you for having such a great event!"*

*"We loved the interactive parts as well as the yummy snacks. We're very grateful that everyone works together to make this such a wonderful option for our special needs kiddo! Thank you!"*

Our next event is Saturday, November 12 from 10 - 1 pm.

## Zoo in Your Neighborhood

Over 500 guests visited the zoo in October with a zoo pass! Over 15,000 guests have visited using a zoo pass since the program started in 2017.

Comments about the passes:

*“This pass really helps me to afford going to the zoo during this time of life’s struggles for me - thank you for the pass.”*

*“The pass allowed this grandmother to indulge three grandchildren's wants at the savannah grill and the AniMall while touring the zoo. They had a great day! Thank you!”*

*“We love the zoo pass without it we would rarely be able to afford a visit.”*

## Maintenance

Trane has begun its work to replace the HVAC controls in the Discovery Center.

The RFP (Request for Proposals) is posted to gather bids for an Owner’s Representative for the new animal health facility. This is the first step toward constructing the new hospital.

Leaf removal is in full force. Volunteer groups are needed to assist with this.

Vegetation that has grown on the fence is in the process of being removed. This is a requirement of AZA.

The otter bridge had repairs completed and new acrylic panels installed.

New mongoose holding was constructed to allow them to be moved from the moats in preparation for closing the moats.

The tree felling contract is in progress.

The feline/primate roof design phase is wrapping up and then the RFP will go out to hire a contractor to complete the roof replacement.

## Animal Care and Research

Dr. Ronan Eustace is officially a Diplomate of American College of Zoological Medicine. Congratulations Dr. Ronan!

Garnet, the red panda cub born in 2021 moved to the Potawatomi Zoo.

A male kangaroo joey moved to his new home in West Virginia.

Emmett the male elk has been reintroduced to the group. He was previously separated from the group while we were waiting on contraceptives for our female elk.

The peafowl have been moved into the bills and quills exhibit for the winter season. This is the first time we will open this exhibit up to the public for the winter.

Doppsee, female black rhino, has been confirmed not pregnant. Breeding introductions will continue as weather allows.

Accepted for publication:

Anesthesia of zoo-managed African Painted dogs (*Lycaon pictus*) using a ketamine-dexmedetomidine-midazolam-butorphanol combination. Dianis, A.E, Sims, R.R., Eustace, R., and K.A. Thompson. Manuscript under review with Journal of Zoo and Wildlife Medicine.

Intervertebral disc disease in three large felids (*Panthera* species). Wright, E.M., Eustace R., Cushings, A.C. and E. Ramsay. Manuscript under review with Journal of Zoo and Wildlife Medicine.

Degenerative Cardiomyopathy in two species of tortoises (*Chelonoidis nigra*, *Aldabrachelys gigantea*, *Centrochelys sulcata*). Walker, B., Eustace R., Thompson, K.A., Schiller, C.A, Leone, A., and M. Garner. Manuscript accepted for publication with Journal of Zoo and Wildlife Medicine.

## Breastfeeding Practices at Potter Park Zoo

Potter Park Zoo encourages and supports an employee's decision to breastfeed.

To ensure accommodations are met for Potter Park Zoo employees who are breastfeeding and need to express breast milk, the following guidelines and resources are in place:

- As Section 7 of the Fair Labor Standards Act of 1939 states:
  - "Federal law requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk."
  - "An employer shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."
  - "An employer shall not be required to compensate an employee receiving reasonable break time under the first paragraph for any work time spent for such purpose."

### 1. Definitions

- Breastfeeding: The action of feeding a baby with milk from the breast.
- Express milk: Can be done by hand or with a breast pump

### 2. Procedure

- Time
  - Expressing milk will be part of breaks or meal periods already provided or arranged on a case-by-case basis with your supervisor.
    - Supervisors must be notified if more than the allotted break time is needed
  - If the break is unpaid it will continue to be unpaid as the employee expresses milk. If the break is paid, it will remain a paid break. The employer must compensate the employee in the same way other employees are compensated for their break time. If extra time is needed because a mother is pumping/ expressing milk, that extra time can be unpaid.
  - If an employee needs to take time away from their work outside of a break or meal period, this must be arranged beforehand with their supervisor to ensure their shift can be covered. Supervisors must work with the employee to ensure this can be done.
  - If multiple employees within a department are breastfeeding, supervisors will work with the employees to schedule the milk expression or pumping breaks so they do not overlap and provide ample time for both employees to express their milk.
- Space
  - Employers must provide a space that is sanitary and private (not a bathroom).
  - Potter Park Zoo provides a nursing room in the Discovery Center that the public and employees can use when expressing milk or pumping. A comfortable chair, outlets, tables and cleaning supplies are provided. The door to the nursing room can be locked and a sign is provided to let others know the room is occupied.
  - A second space for nursing is in the Feline/Primate house locker room. A comfortable chair, outlets, tables and cleaning supplies will be provided as the space is needed. The door to the locker room can be locked. A bathroom is connected with a separate door.
    - This is a shared space used by multiple employees - a schedule should be created so it does not interfere with others using the space.
  - If multiple spaces are needed, an office can be used. Please contact your supervisor for more information.
  - Employees who use the space to breastfeed or express milk are responsible for cleaning the area after they are done. Employees should contact their supervisor if more supplies are needed.

- Employees should be made aware of where they can store their breastmilk.
  - Discovery Center fridge – Label and place milk in a safe and closed container.
  - Keeper Lounge fridge – label and place milk in a safe and closed container.
  - Personal cooler – bring your own personal cooler to keep the milk from spoiling.

### 3. References/Attachments

1. [Breastfeeding State Laws in Michigan](#)
2. [Primary Care interventions to Promote Breastfeeding](#)
3. [WIC Breastfeeding Support – US Dept of Agriculture](#)
4. [What Breastfeeding Employees Need To Know – English](#)
5. [What Breastfeeding Employees Need To Know - Spanish](#)
6. [Nursing Mothers Workplace Protections – English](#)
7. [Nursing Mothers Workplace Protections - Spanish](#)

Ingham County Breastfeeding Helpline 517-887-4543

Additional local resources can be found in the breastfeeding binder in the Welcome Center conference room.

### 4. Information for employees who are not breastfeeding:

- Potter Park Zoo is required by the Break Time for Nursing Mothers law to provide breaks to pump milk (see section 7 of the Fair Labor Standards Act or quoted text above).
- If you have a concern related to an employee who is breastfeeding, please reach out to the Zoo Director.

Questions or suggestions about this policy: Email Zoo Director, Cindy Wagner at [cwagner@ingham.org](mailto:cwagner@ingham.org)





# **NOTICE**

## **REGULAR MEETINGS OF THE POTTER PARK ZOO BOARD**

### **FOR 2023**

The Potter Park Zoo Board meetings commence at 6:00pm and are held at Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg., Lansing, Michigan

January 11, 2023  
February 08, 2023  
March 08, 2023  
April 12, 2023  
May 10, 2023  
June 07, 2023  
July 12, 2023  
August 09, 2023  
September 13, 2023  
October 11, 2023  
November 08, 2023  
December 13, 2023

In the event of a special meeting, rescheduled meeting or cancellation of a regularly scheduled meeting, a notice of same will be posted at the office of Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, Michigan, at least 18 hours prior to the time of the meeting or canceled meeting.

The Potter Park Zoo will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, or individuals with disabilities at the meeting, upon five (5) working days' notice to the Potter Park Zoo. Individuals with disabilities requiring auxiliary aids or services should contact the Potter Park Zoo in writing or by calling the Potter Park Zoo Office, 1301 S. Pennsylvania Ave., Lansing, MI 48912~ Phone: (517)342-2715.

**A QUORUM OF POTTER PARK ZOO BOARD MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING**

1301 S. Pennsylvania Ave. | Lansing, MI 48912 | p: 517-342-2776 | f: 517-318-3894

**TO:** Potter Park Zoo Advisory Board  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** November 9, 2022  
**SUBJECT:** Resolution Authorizing the Acceptance of Charitable Donations from the Zoological Society to Potter Park Zoo for an Animal Hospital

---

### **BACKGROUND**

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV). As noted in Potter Park Zoo’s 2017 AZA accreditation inspection report, the zoo must replace the existing animal clinic with an animal health facility that meets the AAZV guidelines.

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. The Zoological Society started raising funds in the fall of 2021 to replace the existing 900 sq/ft animal care clinic with a new animal hospital for its more than 350 animal residents.

Resolution #17-186 was adopted by the Ingham County Board of Commissioners May 09, 2017 to accept restricted and unrestricted monetary and physical donations up to \$25,000 from the Potter Park Zoological Society. Most donations for the hospital exceed \$25,000. The Zoo is requesting authorization to accept all monetary and physical donations from the Zoological Society for the purpose of building the new animal health facility.

### **ALTERNATIVES**

The alternative is to require Board approval for individual donations from the Zoological Society to the Zoo for the animal hospital.

### **FINANCIAL IMPACT**

The current fundraising goal for the animal health facility is \$4.5 Million. This amount could increase once architectural and engineering services have been completed and formal cost estimates have been provided. The Zoological Society has raised \$3,802,633 to date and is committed to raising the full amount necessary to build the animal health facility.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution supporting the acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo for the purpose of building a new animal health facility.

# **POTTER PARK ZOO ADVISORY BOARD**

Meeting of November 09, 2022

## **RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHARITABLE DONATIONS FROM THE POTTER PARK ZOOLOGICAL SOCIETY TO POTTER PARK ZOO FOR AN ANIMAL HEALTH FACILITY**

WHEREAS, the Potter Park Zoological Society whose mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising; and

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society and;

WHEREAS, the intent of charitable gifts is that the donations are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo's mission to "Inspire people to conserve animals in their natural world".

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association including constructing a new animal health facility; and

WHEREAS, the Potter Park Zoological Society is raising the funds necessary to construct the animal health facility.

THEREFORE BE IT RESOLVED, the Potter Park Zoo Advisory Board supports the acceptance of monetary and physical donations for the purpose of a new animal health facility at Potter Park Zoo from the Potter Park Zoological Society to Potter Park Zoo.