

# 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 "March 08, 2023".*

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

**Wednesday, March 08, 2023  
6:00 PM**

- 1. Call to Order**
- 2. Approval of the January 11, 2023 and February 08, 2023 Meeting Minutes**
- 3. Limited Public Comment – *Limited to 3 minutes with no discussion***
- 4. Late Items/Deletions/Consent Items**
- 5. Action Items**
- 6. Director's Report**
  - a. Finance Report – Cynthia Wagner
  - b. Admission Report- Cynthia Wagner
  - c. Director's Report – Cynthia Wagner
- 7. New Business**
  - a. ZDR3 - Discussion
- 8. Old Business**
  - a. Animal Health Facility Update
  - b. AZA Accreditation Update
  - c. CIP Update (asphalt, feline/primate roof)
- 9. Board Comments**
- 10. Limited Public Comment - *Limited to 3 minutes with no discussion***
- 11. Upcoming Meeting**
  - a. Zoo Advisory Board Meeting April 12, 2023 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, January 11, 2023**

**BOARD MEMBERS**

**PRESENT:** Chair Cheryl Bergman, Commissioner Tennis, Vice Chair Kyle Binkley, Dr. Jack Kottwitz, Mary Leys, Dr. Richard Snider, Julie Pingston, and Emily Linden

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

**ABSENT:** Commissioner Trubac and Molly Korn,

**CALL TO ORDER:** Meeting called to order at 6:00 p.m.

**MINUTES:** Moved by Mary Leys and supported by Kyle Binkley to approve the minutes of the November 09, 2022 meeting as written, **Yes-7; No-0; MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

None

**ACTION ITEMS**

**Resolution – Honoring Julie Downs**

Director Wagner stated Julie Downs retired in December and had supported the zoo as both a Society and County employee for the past 26 years in various roles. She stated Ms. Downs would be greatly missed.

Moved by Dr. Snider and supported by Julie Pingston to support the Resolution as written, **Yes-7; No-0; MOTION CARRIED.**

6:07 Commissioner Tennis arrived

**Resolution – Animal Health Facility**

Director Wagner explained this Resolution would support placing the animal health facility under the authority of the Ingham County Building Authority. The Building Authority would then be the entity approving agreements and expenditures for the project rather than the Board of Commissioners.

Dr. Snider asked if this would make things more difficult as challenges came up along the way. Director Wagner

stated having the project under the Building Authority should streamline decisions as the project progresses.

Moved by Mary Leys and supported by Dr. Snider to support the Resolution as written, **Yes-8; No-0; MOTION CARRIED.**

#### **Resolution – Water Line Replacement**

Director Wagner explained this is an old water line that needs to be replaced before a break occurs.

Mary Leys requested attention be paid to tree roots if any excavating is required around the water line.

Moved by Julie Pingston and supported by Kyle Binkley to support the Resolution as written, **Yes-8; No-0; MOTION CARRIED.**

### **FINANCIAL REPORTS**

#### **Zoo Financial Report**

Director Wagner reported that the financial reports included were preliminary and would be changing as the remainder of expenditures were recorded for 2022. She stated that the amount going back into fund balance wasn't as much as projected since expenditures were high. She explained as facility and equipment repairs are made that more items are identified as concerns that must be addressed quickly to prevent further damage. These repairs increase expenses but are not optional. She reported seasonal wages were also significantly higher as well as gift shop merchandise.

#### **Admission and Parking Report**

Director Wagner reported that 2022 ended the year up slightly over 2021, but primarily due to groups and events. She stated paid admission was down compared to 2021, but that it was being reported by other AZA Directors that they were seeing a similar trend in their attendance. Julie Pingston stated that it was good attendance was up so much compared to 2019. Commissioner Tennis stated in 2021 the public was looking for outdoor things to do and that he expected the Parks Department to have a similar situation with attendance as 2021 was an all time high for Parks. Dr. Snider suggested the Zoo review marketing strategies and stimulate the public with quality content and telling them about education. Amy Morris-Hall stated she is working with the Communications Specialist to review what media content the Zoo is producing.

### **ZOO DIRECTOR REPORT**

Major Elements Reported by Director Wagner:

Many staff are attending workshops, classes, and conferences right now including Brian Fisher and Kyle Hensley who were at a ZRD3 workshop in Columbus.

A pony escape occurred at the end of November. The pony had broken a section of fence to get out but was quickly secured. The escape was a good learning experience for all the new animal care staff.

Jon Lawrence completed a "Sustainability in Retail" program and is continually looking for new sustainable products for the AniMall.

Ice Safari is two weekends in February and more sponsorships are needed. If the Board knows of any business, group, or individual that may be interested in purchasing a sponsorship they should contact Amy Morris.-Hall.

AAZK is planning their 2023 events and will be hosting a Valentine's Day animal love themed event.

Several comments are included in the report from parents of children that had participated in Zoo education programs including Big Zoo Lesson and the Teen Keeper Program.

The Resolution is approved authorizing the Zoo to accept donations from the Society for the animal health facility.

Zoo in Your Neighborhood programs saw a decrease in attendance, however zoo pass use increased in 2022.

There are a lot of maintenance projects in progress including painting, tree felling and exhibit improvements. Mary Leys mentioned a new method of removing stumps that they are trying at her work that is a planer auger rather than a grinder to remove more of the wood.

Several species are being monitored for pregnancy including the tufted deer, bongo, and otter.

PPZ is participating in a second round of the AIRS rhino reproductive study.

The Society contributed \$1,000 to the JoEllen Doornbos Endowment for AZA SAFE Conservation efforts.

## **NEW BUSINESS**

### **Emergency Repairs**

Director Wagner reported there were three emergency repairs over the holidays including the furnace at the binturong building, Feline Primate building and one of the portable generators. In the event of a power outage the zoo needs two operational portable generators to provide heat in the reptile and feline primate buildings. All the repairs were emergencies due to it being December and heat related. Each of the buildings affected needs to maintain temperatures 50 degrees or above for the welfare of the animals.

### **AZA Accreditation**

Director Wagner explained the packet included general administrative policies of the accreditation commission that lists the more formal aspects of accreditation. She noted the inspection team would want to speak to several members of the zoo board during the visit to Potter Park Zoo. Director Wagner also explained the timeline for application, inspection, and hearing.

## **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 4.35 million. There is one foundation the zoo is waiting to hear back from. The goal is still 4.5 million unless during the planning process the cost increases, but that will not be known until engineering services are completed.

## **BOARD COMMENTS**

Dr. Jack Kotwitz mentioned USDA is recommending changes to the Animal Welfare Act and that it is open for public comment at this time.

## **LIMITED PUBLIC COMMENT**

None

**ADJOURNMENT**

Meeting ended at 6:52 p.m.

DRAFT

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

**1301 S. Pennsylvania Avenue,  
Lansing, MI, February 08, 2023**

**BOARD MEMBER**

**PRESENT:** Commissioner Trubac, Vice Chair Kyle Binkley, Dr. Jack Kottwitz, Mary Leys, and Emily Linden

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

**ABSENT:** Molly Korn, Chair Cheryl Bergman, Commissioner Tennis, Dr. Richard Snider and Julie Pingston

**CALL TO ORDER:** Meeting called to order at 6:04 p.m.

**MINUTES:** Quorum not present.

**LIMITED PUBLIC COMMENT**

None

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

None

**ACTION ITEMS**

**FINANCIAL REPORTS**

**Zoo Financial Report**

Director Wagner reported that the financial reports included were preliminary and could change until the audit is completed. She stated that the amount for the 2023 property tax came in higher than budgeted which will be very helpful for the 2023 budget. She explained there could be an earned revenue shortage if the Zoo has to close or limit visitation while the asphalt is replaced.

**Admission and Parking Report**

Director Wagner reported that both the paid and unpaid admissions numbers were up in January compared to 2022. She stated the weather had been very mild which likely contributed to the increase.

**ZOO DIRECTOR REPORT**

Major Elements Reported by Director Wagner:

- Rachel Marlatt started in the Conservation Engagement Support Specialist position full-time. The job description was updated to specifically include conservation project evaluation.
- An employee satisfaction survey was completed and summary results have been shared with staff. Overall, the survey showed significant improvement from the 2019 survey. Two areas of focus for both seasonal and full-time staff were increasing recognition and appreciation for staff and discussing their progress with them over the course of their employment.
- Employee injury reports were down 32% in 2022 compared to 2021.
- Based on the recent events at the Dallas Zoo, public safety is increasing patrols through the Zoo after hours. All staff have been reminded to report any activity that seems suspicious or even slightly off.
- Several species are being monitored for birth including the tufted deer and bongo.
- The rehabilitated kestrel is on exhibit across from the otter bridge.
- The new timber rattlesnake is on exhibit in the reptile building.
- Several exhibits have improvements that will be made to prepare them for the summer season.

**NEW BUSINESS**

**Communications Specialist Presentation**

Heath Thurman, Communications Specialist, presented information about the Zoo's social media goals including reaching 75,000 Facebook followers and 10,000 Twitter followers in 2023. Mr. Thurman explained the various spikes in Facebook engagement throughout 2022 including the Temple Grandin post in June. Discussion about Temple Grandin and her animal welfare efforts ensued.

Additionally, he shared that he has been intentional about creating more engaging and fun social content about the animals and well as working with the Animal Care Staff to video training sessions and other husbandry and medical procedures.

**Conservation Survey**

Director Wagner stated Rachel Marlatt-Tap conducted a project at the Zoo for her Master's program through Project Dragonfly. The project entailed a survey of 100 visitors at Potter Park Zoo over the course of several weekends. Visitors that were leaving the Zoo at their end of their visit were given an iPad to complete a 13-question survey through survey monkey to indicate whether they view Potter Park Zoo as a conservation, entertainment, or educational organization.

**Animal Health Facility Update**

Director Wagner shared the project is now under the Ingham County Building Authority and that the next Building Authority meeting is Tuesday, February 13, 2023. She stated at that meeting the Zoo would be requesting that the Building Authority approve hiring Kramer Group as the Owner's Representative for the project.

**OLD BUSINESS**

**Capital Campaign Update**

Executive Director Amy Morris-Hall stated there are \$130,467 remaining to reach the 4.5 million goal for the Animal Health Facility. She also shared the first transfer of funds from the Society to the County had been completed.

**BOARD COMMENTS**

None

**LIMITED PUBLIC COMMENT**

None

**ADJOURNMENT**

Meeting ended at 6:52 p.m.



**POTTER PARK ZOO  
BALANCE SHEET - PRELIMINARY  
AS OF FEBRUARY 28TH, 2023**

**ASSETS**

CASH	\$ 2,686,090
DEPOSITORY CASH	115,467
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	2,873,402
IFT TAX RECEIVABLE	-
TAXES REC - DELINQUENT	23,406
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(18,426)
ACCOUNTS REC-OTHER	80
PROPERTY TAX RECEIVABLE	-
INTEREST RECEIVABLE	14,051
DUE FROM STATE	-
INVENTORY	133,003
PREPAID EXPENSES	22,774

<b>TOTAL ASSETS</b>	<u><u>\$ 5,857,846</u></u>
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**LIABILITIES**

VOUCHERS PAYABLE	-
DUE TO ZOOLOGICAL SOCIETY	102,727
TAX LEVY LIABILITY	10,000
SALES TAX PAYABLE	998
REFUND NOW	(61)
REFUND APPLY	(685)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	9,105
DEFERRED REVENUE - DELINQUENT TAXES	4,979
DEFERRED REVENUE - PROPERTY TAXES	-
DEF REVENUE -POTTER PARK	8,944

<b>TOTAL LIABILITIES</b>	<u><u>136,008</u></u>
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**FUND BALANCE**

UNSPENDABLE	133,003
UNRESTRICTED FUND BALANCE	<u><u>1,769,135</u></u>
	1,902,137

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u><u>\$ 2,038,145</u></u>
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*NOTE: This is based on figures posted to fiscal year 2022 as of the current date. The county audit has not been completed, and these figures may change. Financial Services will provide a final financial statement once the audit has been completed.*

Prepared By: Stephanie George

**POTTER PARK ZOO**  
**YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY**  
**FOR 12 MONTHS ENDING FEBRUARY 28th, 2023**

	2023 BUDGET	FEBRUARY 2023 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	FEBRUARY 2022 YTD ACTUAL
<b>REVENUES</b>					
PROPERTY TAX	\$ 4,202,357	\$ 4,382,235	\$ (179,878)	104.28%	\$ 4,031,648
UNALLOCATED PORTION OF TAXES (10 MONTHS)	\$ -	\$ (3,651,863)	\$ -	0.00%	\$ -
ADMISSIONS	\$ 653,000	\$ 12,103	\$ 640,898	1.85%	\$ 17,269
CONCESSIONS, GIFT SHOP, VENDING	\$ 655,000	\$ 22,888	\$ 632,112	3.49%	\$ 23,639
PARKING FEES	\$ 185,000	\$ -	\$ 185,000	0.00%	\$ 2,446
INTERACTIVE SITES	\$ 80,000	\$ -	\$ 80,000	0.00%	\$ 1,811
INTEREST INCOME	\$ 30,000	\$ 4,823	\$ 25,177	16.08%	\$ 1,349
OTHER REVENUES	\$ (245,516)	\$ 40,612	\$ (286,128)	-16.54%	\$ 36,882
<b>TOTAL REVENUES</b>	<b>\$ 5,559,841</b>	<b>\$ 810,797</b>	<b>\$ 1,097,182</b>	<b>14.58%</b>	<b>\$ 4,115,043</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICES</b>					
Salaries & Wages - Full Time	\$ 1,871,037	\$ 215,030	\$ 1,656,007	11.49%	\$ 194,170
Salaries & Wages - Seasonal	\$ 605,284	\$ 62,296	\$ 542,988	10.29%	\$ 53,418
Benefits	\$ 1,140,437	\$ 145,013	\$ 995,424	12.72%	\$ 127,616
<b>Total Personnel Services</b>	<b>\$ 3,616,758</b>	<b>\$ 422,340</b>	<b>\$ 3,194,418</b>	<b>11.68%</b>	<b>\$ 375,204</b>
<b>CONTROLLABLE EXPENDITURES</b>					
Supplies	\$ 364,000	\$ 34,231	\$ 329,769	9.40%	\$ 33,795
Animal Care	\$ 312,000	\$ 34,558	\$ 277,442	11.08%	\$ 34,962
Purchased Services	\$ 2,021,000	\$ 69,582	\$ 1,951,418	3.44%	\$ 68,464
Utilities - Telephone	\$ 20,125	\$ 1,759	\$ 18,366	8.74%	\$ 120
Rentals & Leases	\$ 4,000	\$ 150	\$ 3,850	3.75%	\$ 65
Other Expenses	\$ 188,200	\$ 15,539	\$ 172,661	8.26%	\$ 28,813
<b>Total Controllable Expenditures</b>	<b>\$ 2,909,325</b>	<b>\$ 155,819</b>	<b>\$ 2,753,506</b>	<b>5.36%</b>	<b>\$ 166,219</b>
<b>NON-CONTROLLABLE EXPENDITURES</b>					
Utilities	\$ 240,000	\$ 27,064	\$ 212,936	11.28%	\$ 8,292
Insurance	\$ 90,000	\$ 65,470	\$ 24,530	72.74%	\$ 68,544
IT Support Expense	\$ 202,727	\$ 11,459	\$ 191,268	5.65%	\$ 37,945
Other Expenses	\$ 531	\$ -	\$ 531	0.00%	\$ 124
<b>Total Non-Controllable Expenditures</b>	<b>\$ 533,258</b>	<b>\$ 103,993</b>	<b>\$ 429,265</b>	<b>19.50%</b>	<b>\$ 114,904</b>
<b>CAPITAL OUTLAY</b>					
Capital Improvements	\$ (1,499,500)	\$ 129,979	\$ (1,629,479)	-8.67%	\$ 20,787
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,559,841</b>	<b>\$ 812,130</b>	<b>\$ 4,747,711</b>	<b>14.61%</b>	<b>\$ 677,114</b>
<b>TOTAL CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ (1,333)</b>			<b>\$ 3,437,929</b>
<b>FUND BALANCE AS OF 1/1/23</b>					
NON-SPENDABLE		\$ 133,003			
UNRESTRICTED		\$ 1,593,862			
		<u>\$ 1,726,865</u>			
<b>FUND BALANCE AS OF 2/28/2023</b>		<b>\$ 1,725,532</b>			
<b>FUND BALANCE AS OF 2/28/2023</b>					
UNSPENDABLE		\$ 133,003			
UNRESTRICTED		\$ 1,592,529			
		<u>\$ 1,725,532</u>			

**POTTER PARK ZOO**  
**MONTHLY ATTENDANCE REPORT**  
**FOR MONTH AND YTD February 28, 2023**

ADMISSION TYPE	2022	2023 Gate	2023 Online	2023 Total	BETTER (WORSE) THAN PY	2022 COUNT	2023 COUNT	BETTER (WORSE) THAN PY
GENERAL								
CHILD RESIDENT	118	196	0	196	78	181	348	167
CHILD NON-RESIDENT	163	65	2	67	(96)	270	258	(12)
CHILDREN - UNDER 3	61	78	27	105	44	101	201	100
ADULT RESIDENT	264	654	0	654	390	506	1,142	636
ADULT NON-RESIDENT	343	211	54	265	(78)	651	729	78
SENIOR/MILITARY RESIDENT	1	10	4	14	13	3	27	24
SENIOR/MILITARY NON-RESIDENT	4	3	0	3	(1)	8	9	1
GROUPS	0	15	0	15	15	0	15	15
SUBTOTAL	954	1,232	87	1,319	365	1,720	2,729	1,009
MEMBERSHIPS/PROGRAMS								
PPZ MEMBERS/RECIPROCAL	513	527	15	542	29	939	1,277	338
SOCIETY PROGRAMMING/EVENTS	2,804	3,020	0	3,020	216	2,804	3,189	385
MONDAY PROGRAM	16	60	0	60	44	24	147	123
ZIYN	77	83	0	83	6	110	183	73
OTHER (non-paying)	17	1,545	0	1,545	1,528	17	1,639	1,622
SUBTOTAL	3,427	5,235	15	5,250	1,823	3,894	6,435	2,541
<b>GRAND TOTAL</b>	<b>4,381</b>	<b>6,467</b>	<b>102</b>	<b>6,569</b>	<b>2,188</b>	<b>5,614</b>	<b>9,164</b>	<b>3,550</b>

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 March 8, 2023

### AZA

The Potter Park Zoo AZA accreditation application was completed and sent February 27.

### Guests



*"Thank you for thinking of all of the MSU students during this difficult time and offering free admission to the zoo for them. My daughter saw your post on social media this afternoon and we decided to leave right then for a visit even though we live an hour away. She had a very scary experience being in a classroom right next to the buildings, as many of the students did, and having this activity got her motivated to dress, put her phone aside for a bit, get some exercise, and see the animals. The ponies were receptive to petting and it was all very mentally healthy for*

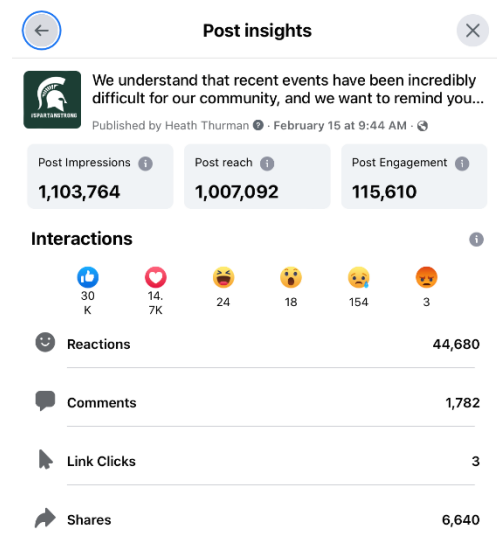
*us both. It was a thoughtful thing to do and I wanted to take the time to say thank you for such a nice gesture to the community!"*

1,545 MSU staff and students visited the Zoo over the five days free admission was offered.

**Impressions** (The number of times our post was on screen): 1,103,764

**Reach** (The number of people who saw our posts at least once): 1,007,092

**Engagement** (The number of reactions, comments, shares, and clicks on our posts): 115,610



### Staff

The all-staff meeting on March 14 from 2-3 p.m. Snacks will be provided!

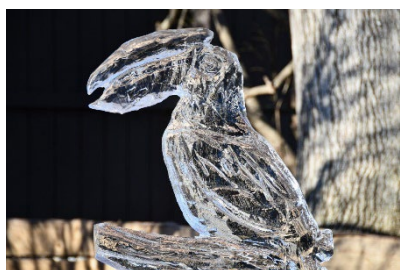
Stephanie Pentiuk attended a professional development leadership course in February offered by the Association of Zoos and Aquariums in Wheeling, VA.



Animal Care Staff and the Maintenance Staff have done a fantastic job of managing the ices and snow during the last few winter storms. During the ice storm in February all Birds of Prey were moved inside overnight.



## Events



We welcomed over 4,000 guests, including students and staff from MSU for the 2023 Ice Safari event, making it a truly memorable experience for the community.

## Conservation Engagement

Jennifer and Becky from the Conservation Engagement Department took an online course through Cornell's Civic Ecology Lab on climate change action. As part of the course, they are to choose an action to take in their personal lives and then try to spread that action through their social networks.

During Week 1, they learned about Project Drawdown, an effort to come up with the best solutions to reduce carbon dioxide and other greenhouse gas emissions. Founded in 2014, Project Drawdown® is a nonprofit organization that seeks to help the world reach “drawdown”—the future point in time when levels of greenhouse gases in the atmosphere stop climbing and start to steadily decline.

Project Drawdown not only lists solutions but how effective they have the potential to be. To check out the Project Drawdown list, check out [www.drawdown.org](http://www.drawdown.org).

FrogWatch is a citizen science program coordinated by Akron Zoo. At PPZ, Sarah Foote teaches the class and leads observation sessions. Participants have the opportunity to learn about basic amphibian biology, wetland habitats, and how to identify local frogs and toads by their behavior and mating calls. This is a great program for adults and families alike to get outdoors and experience our beautiful wildlife.





The Potter Park Zoo AAZK Chapter had a fantastic turnout at the 'Love Gone Wild' trivia night, with a full house of guests who were eager to test their animal knowledge and have a great time! This was a fantastic event that raised \$1,180 for the SAFE African penguin conservation!

Zookambi has filled 669 spots out of 840 (**79.6% of capacity**) raising \$81,685 in revenue. 16 out of 42 classes are full, with several classes left with only one or two open spots.



Designed for kids entering 1st to 7th grade in the fall, this program offers a fun-filled schedule with exciting classes.

### Volunteers

We are starting to book group volunteers for spring clean up. If you know of a group that would like to volunteer for a few hours, have them contact Kelly Gibson, [ppzvolunteer@ingham.org](mailto:ppzvolunteer@ingham.org).

Jackson Greebon, one of our volunteers who has a great love for Eurasian Eagle Owls, gave a presentation for staff Friday, March 3 on all types of eagle owls.



### Diversity, Equity, Access and Inclusion (DEAI) KultureCity Retraining

We are entering our fifth year of being certified Sensory Inclusive by KultureCity! Our annual KultureCity retraining is required by all staff. This is a requirement of our recertification process with the organization.

Link: <https://training.kulturecity.org/venues/potter-park-zoo>

KultureCity is a sensory-inclusive program designed to help guests with sensory needs like PTSD, autism, dementia, and strokes just to name a few, feel welcomed. This program helps ensure the best guest experience for those with sensory needs, allowing everyone in our community to visit and have fun.

### FALCONERS

In February we had 62 participants attend the FALCONERS event that was in collaboration with Abrams Planetarium at MSU. The next event will be March 8 from 5-8 pm. We are providing families a free dinner, catered by Outback Steakhouse of Lansing.

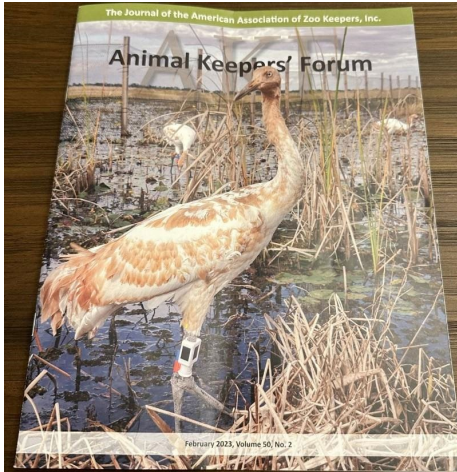
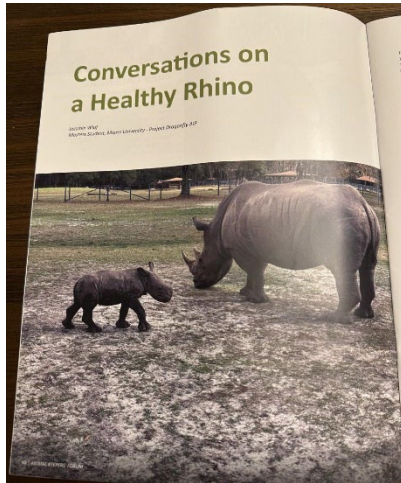


### Zoo in Your Neighborhood

We had a record February for zoo passes with over 200 guests using a pass!



## Animal Care and Research



Area 60 keeper Jazzmin Wipf had an article for her master's program published this month in the AAZK monthly magazine!

The vibrant and colorful dart frogs are now on display! Venture into the captivating reptile house and see the exhibit designed by zookeeper Carly.



The Veterinary Team and Animal Care Team recently conducted exams on our tiger and snow leopard and even partnered with a researcher from Omaha to visit and collect semen for an ongoing assisted reproduction research project. This project is part of the Species Survival Plan, which is a critical program designed to ensure the survival of endangered species through cooperative breeding, education, and research.

The latest ultrasound of tufted deer, Lucy, revealed a healthy heartbeat. Dr. Ronan for performed the ultrasound and zookeeper Adrianna trained Lucy for the procedure. Thanks to their expertise, we can ensure that Lucy and her little one are getting the best care possible.



We are preparing for the arrival of the ride camels in mid-April with a goal of opening camel rides for Mother's Day weekend.

We are picking up cockroaches and an eastern milk snake next week from John Ball Zoo soon.

## **Zoo Disaster Response (ZDR3)**

Below is a brief background and description of the services this organization provides.

Until 2017, the collaboration between zoos to assist one another in the case of a disaster were independent alliances. All zoos have an emergency disaster plan, in the event the disaster plan is ineffective, there's also a contingency plan. ZDR3 will provide services to zoos after all other resources have been exhausted. Prior to 2017, a few zoos encountered such extreme disasters that state of emergencies were declared, FEMA was engaged, but due to the exotic animals, no one was able to provide the needed assistance. After complete devastation, talks of starting a non-profit organization consisting of zoos from throughout the Country begun.

Following FEMA's structure, participating zoos are divided into 10 regions. The hope is that zoos from within each region can assist each other. Only upon a zoos request will assistance be provided. Services are provided at no cost to the zoo in need of assistance. If a zoo calls for assistance they have already hit rock bottom, this is just one zoo helping another. The responding zoo is responsible for covering their staff's wages, lodging, food, and insurance.

Joining requires the signing of a memorandum of understanding, in this memorandum each zoo determines the radius they are willing to respond to as well as the resources they can provide. In the event of an emergency, a zoo is not required to respond. ZDR3 will call and ask for volunteers, if for any reason a zoo is unable to respond they reach out to the next.

Being located within an oak forest, with a river on one side and train tracks on the other, it would be beneficial to have ZDR3 as a contingency to PPZ's contingency. It would also allow PPZ the opportunity to support other zoos in need.



# MEMORANDUM OF UNDERSTANDING

## DISASTER RELIEF COLLABORATIVE FOR EXOTIC ANIMALS

### I. Purpose

The purpose of this Memorandum of Understanding ("**MOU**") is for institutions housing exotic animals (each, an "**Institution**," and collectively, the "**Institutions**") to agree to certain terms regarding a collaboration among the Institutions to provide Disaster Assistance (as hereafter defined) to Affected Institutions (as hereafter defined) in preparation of or in response to Incidents (as hereafter defined) that place exotic animals in crisis. An Affected Institution could benefit from additional resources from Responding Institutions (as hereafter defined) preceding or following an Incident thereby maximizing the welfare of exotic animals in regards to an Incident and minimizing the loss of life and animal suffering that might occur from an Incident through a coordinated, effective and safe response.

### II. Definitions

**"Affected Institution"** means the Institution preparing for or responding to an Incident for which Disaster Assistance is required. The plural is "**Affected Institutions**."

**"Disaster Assistance"** includes assistance that may be required by an Affected Institution in preparation for or in response to an Incident, which may include, but not be limited to, small and large animal strike teams, situational and rapid assessment, staff, assistance and relief (e.g., housing animals, providing emergency veterinary care, etc.), recovery and repair and use of equipment and supplies.

**"Dispute"** means any and all unresolved issues or decisions, questions, claims, controversies or disputes arising out of or relating to this MOU, and the validity, construction, meaning, performance, effect, breach or material breach of this Agreement.

**"Incident"** means a major incident such as a natural or man-made disaster of significant proportion that places animals at risk.

**"Institution"** means an institution housing exotic animals. The plural is "**Institutions**."

**"Institution Party"** means shareholders, members, partners, directors, trustees, officers, employees, agents, representatives and volunteers of a particular Institution. The plural is "**Institution Parties**."

**"MOU"** means this Memorandum of Understanding.

**"Notice of Dispute Resolution Process"** means written notice provided by an Institution to another Institution(s) that there is a Dispute and that the Institutions are to

immediately initiate and in good faith seek to complete the dispute resolution process set forth at Section I of this Agreement.

**“Responding Institution”** means an Institution that provides Disaster Assistance to an Affected Institution. The plural is **“Responding Institutions.”**

**“Revocation”** means a written instrument wherein an Institution seeks to revoke its agreement to the terms of this MOU.

### **III. Terms**

**A. Contact List.** To ensure readiness, a contact list for the various Institutions will be maintained and made available to a central command and communications group.

**B. Primary Responsibility to Respond to Incidents.** Each Affected Institution will have the primary responsibility to respond to Incidents affecting the Affected Institution and Disaster Assistance will only be provided upon the request of or with the consent of the Affected Institution.

**C. Disaster Assistance.**

(1) In preparation of or in response to an Incident, (1) an Affected Institution may contact other Institutions requesting Disaster Assistance or (2) an Institution may volunteer Disaster Assistance to an Affected Institution.

(2) The Affected Institution will specify the scope and type of Disaster Assistance required and, where practicable, provide the Responding Institution with such information as may be necessary for the Responding Institution to determine the extent to which it is able to fulfill the Disaster Assistance required. In the event it is not practical for the Affected Institution to specify the scope and type of Disaster Assistance Required, the Affected Institution and the Responding Institution will, in consultation, jointly assess and decide upon the scope and type of Disaster Assistance required.

(3) Disaster Assistance will only be deployed at the request of, or with the consent of, the Affected Institution. The Affected Institution will exercise the overall direction, control and supervision of the Disaster Assistance within its Institution.

(4) Should a governmental organization take over the overall direction, control and supervision of Disaster Assistance within an Affected Institution, the Affected Institution and the Responding Institutions will adhere to the direction, control and supervision of such governmental organization.

**D. Disaster Assistance Afforded At Responding Institution’s Risk and Cost.**

(1) Each Institution acknowledges that the Disaster Assistance contemplated under this MOU involves a high degree of risk or injury to the Responding Institution and any Institution Party. Any Disaster Assistance provided by a Responding Institution will be at the sole risk of the Responding Institution.

(2) **Each Institution hereby waives and releases each other Institution, and the other Institution's Institution Parties, from all damages, losses, injuries, liabilities, claims, demands, and causes of action in each case suffered by the Institution, or by any Institution party, arising out of or in connection with the Institution's provision of Disaster Assistance to an Affected Institution, except if the same is caused by the gross negligence or reckless misconduct of the Affected Institution.**

(3) Any Disaster Assistance provided by a Responding Institution will be at the sole cost of the Responding Institution, unless, however, the Responding Institution obtains the written agreement of the Affected Institution to bear all or certain of the cost of Disaster Assistance afforded to or for the benefit of the Affected Institution.

(4) All compensation and benefits relating to employees of the Responding Institution engaging in efforts to provide Disaster Assistance to an Affected Institution will be the responsibility of the Responding Institution.

(5) Any equipment or property purchased by a Responding Institution to utilize for Disaster Assistance for an Affected Institution will remain the property of the Responding Institution unless the Responding Institution and the Affected Institution otherwise agree in writing regarding the same.

**E. Insurance.** Each Institution will carry and maintain, at its sole cost and expense, Workers' Compensation and Disability Insurance in an amount not less than the applicable statutory limits and Employer's Liability Insurance.

**F. Post Disaster Assistance Follow Up.** Following an Incident where Disaster Assistance was rendered, the Affected Institution and the Responding Institution(s) are encouraged to confer for an after action analysis, including but not limited to, the successes, challenges and areas for improvement.

**G. Effect of this MOU.** Nothing in this MOU will be intended to obligate an Institution to provide Disaster Assistance to another Institution. The provision of Disaster Assistance by an Institution will be within the sole discretion of the respective Institution.

**H. Confidentiality.** Each Institution agrees to keep, and ensure that any Institution Party keeps, confidential all information and materials that are provided to the foregoing in connection with their respective Disaster Assistance and that is not available to the general public, including, without limitation, financial information, and information and materials regarding another Institution and its operations, campaigns, strategic and tactical plans. Each Institution will ensure that it and its Institution Parties, do not use, disclose or make public any

private information or photos pertaining to the Disaster Assistance afforded without the prior written approval of the applicable Institution.

**I. Dispute Resolution Process.** Before an Institution may institute a lawsuit against another Institution(s) regarding this MOU, the Institution will comply with the dispute resolution process set forth at this Section I.

(1) **Negotiation.** If at any time there is an unresolved Dispute between Institutions, an Institution will submit a Notice of Dispute Resolution to the other Institution(s), and within ten (10) business days following receipt of the Notice of Dispute Resolution Process, the Institutions will engage in good faith face-to-face negotiations in an attempt to resolve the Dispute with the appropriate officials from each Institution with the authority to resolve such dispute in attendance. If, after a four (4) week period during which the Institutions have engaged in such negotiations, the Institutions have not negotiated a resolution, the Institutions will choose a mutually agreeable neutral third party who will mediate the Dispute pursuant to Section I(1) of this Agreement.

(2) **Mediation.** The Institutions will agree upon a mutually satisfactory mediator. The Institutions will participate in the mediation in good faith in accordance with the recommendations of the mediator and will follow the procedures for mediation as suggested by the mediator. Mediation will be non-binding and confidential to the extent permitted by law. The Institutions will share the expenses of mediation equally.

**J. Venue and Governing Law.** With respect to any action, claim or suit in connection with this MOU, this MOU will be governed by and interpreted in accordance with the laws of the state of in which the Affected Institution is located the subject of the action, claim or suit. Any action, claim or suit initiated in connection with this Agreement will be prosecuted exclusively within the state or federal courts located in the county in which the Affected Institution is located the subject of the action, claim or suit.

**K. Relationship of Institutions.** It is expressly understood and agreed that the Institutions are not partners, agents, or joint venturers in any business enterprise. Moreover, in the performance of this MOU, the Institutions do not have any authority to bind another Institution.

**L. Severability.** If any clause or provision of this MOU is illegal, invalid or unenforceable under applicable present or future laws, then it is the intention of the Institutions that the remainder of this MOU will not be affected but will remain in full force and effect; provided, however, that if such modification would cause this MOU to fail in its essential purpose or purposes, it will be deemed terminated by mutual agreement of all the Institutions.

**M. Counterparts; Delivery of Signature.** This MOU may be executed in multiple counterparts, each of which will be deemed an original for all purposes and all of which, when taken together, will constitute a single counterpart instrument, and executed signature pages to any counterpart instrument may be detached and affixed to a single counterpart, which single

counterpart with multiple executed signature pages affixed thereto will constitute the original counterpart instrument; all of these counterpart pages will be read as though one and they will have the same force and effect as if all of the parties had executed a single signature page, and execution copies of this MOU may be delivered by facsimile or portable document format (PDF) signature as if it were an original signature.

**N. Amendment of MOU.** This MOU may only be amended in writing. For an amendment to apply to an Institution, the Institution must execute the amendment in writing. If an issue arises between multiple Institutions regarding the MOU, as amended, the applicable terms for the Institutions will be the MOU and any latest amendment(s) signed by all the respective Institutions. Thus, between two Institutions, if a First Amendment to the MOU has been executed by only one Institution, the applicable terms for the Institutions will be the MOU, and the First Amendment will not apply between the Institutions. Notwithstanding the foregoing, the MOU of an Institution will automatically terminate upon the lapse of six (6) months past the introduction of an amendment to the MOU if the Institution has not executed the applicable amendment to the MOU.

**O. Term; Revocation.** The term of this MOU are perpetual. An Institution may revoke its agreement to the terms of the MOU at any time by furnishing a written instrument indicating the same (such written instrument, a “**Revocation**”), and providing such Revocation to Mike Fouraker, Director, the Fort Worth Zoological Association, at 1989 Colonial Parkway, Fort Worth, Texas 76110 or [mfouraker@fortworthzoo.org](mailto:mfouraker@fortworthzoo.org).

**P. Custodian of MOU Documents.** The Fort Worth Zoological Association will serve as the custodian of the executed MOUs, executed amendments of the MOU and any Revocations.

**SIGNATURE PAGE TO**  
**MEMORANDUM OF UNDERSTANDING**  
**DISASTER RELIEF COLLABORATIVE FOR EXOTIC ANIMALS**

By execution below, the Institution agrees to the terms of this MOU.

*Upon completion of the Memorandum of Understanding (MOU), you will receive onboarding materials from ZDR3, which confirms that the MOU is active and you are officially part of the ZDR3 network.*

Name of Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_