

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 9, 2023".

POTTER PARK ZOO ADVISORY BOARD MEETING

Wednesday, August 9, 2023

6:00 PM

1. Call to Order
2. Approval of the June 14, 2023 and July 12, 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. Contract Authorization – Smoke Detectors
 - b. Emergency Memo – Waterline break
 - c. Resolution – Notice of Intent to Bond
 - d. AZA Response Letter
8. Old Business
 - a. Asphalt Replacement Progress
 - b. Animal Health Facility Progress
 - c. Zoo App Update
9. Board Comments
10. Limited Public Comment - *Limited to 3 minutes with no discussion*
11. Upcoming Meeting
 - a. Zoo Advisory Board Meeting October 11, 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, June 14, 2023**

BOARD MEMBER

PRESENT: Chair Cheryl Bergman, Commissioner Trubac, Kasey Kent, Caitlin O'Rourke, Dr. Richard Snider, Mary Leys, Julie Pingston, and Dr. Jack Kottwitz

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

ABSENT: Vice Chair Kyle Binkley, Molly Korn, Emily Linden and Commissioner Tennis

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

MINUTES: Moved by Julie Pingston and supported by Caitlin O'Rourke to approve the minutes of the April 12, 2023 meeting as written, **Yes-8; No-0; MOTION CARRIED**

LIMITED PUBLIC COMMENT

Mark Marquardt introduced himself and stated he is the owner of Joey's Pet Outfitters and is interested in being a member of the Zoo Advisory Board when a position is open.

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

ACTION ITEMS

Masterplan Implementation Strategy

Director Wagner explained that a new lion exhibit is in the masterplan and must be built to keep lions at Potter Park Zoo per AZA standards. She stated that there are issues with the penguin exhibit that had moved that to a higher priority, but that a decision had been made to keep the lion exhibit the highest priority and tie in demolition of the small moats and renovating the current lion and tiger exhibits into the next capital campaign. She explained if the penguin exhibit had to close then it could be renovated into a meerkat exhibit.

Director Wagner shared the Zoological Society is working with an individual to do an ADA assessment for the zoo. Executive Director of the Zoological Society Amy L. Morris-Hall explained many of the items being brought forward for the report are very possible to complete such as audio tours. Other facility related things such as paths will be done with fall when the asphalt is replaced. Braille for animal graphics was suggested and Mariah Martinez is looking into that. Kasey Kent stated she would research audio tours and asked if the zoo had an app. Director Morris said the zoo does not have an app, but it had been discussed in past year. Dr. Snider suggested looking at the Detroit Art Institute for what equipment they use for audio tours. Caitlyn O'Rourke stated an app has multiple uses including updates and fundraising opportunities. Ms. Kent stated the app is also very useful for offering multiple

translations.

Director Wagner stated the asphalt replacement is scheduled to start in August and that once the contract is signed a meeting would be set up to work through phases of replacement. She explained once phases have been scheduled that communications with the public would be started. Kasey Kent asked if the zoo was offering any discounts during that time. Director Wagner stated there is a Resolution to allow admission tickets to be distributed for marketing purposes which includes disgruntled guests.

The Farmyard Renovation could be funded by 2024 federal funds which would include all fencing to change locations of the yards eliminating storm drains from the yards. When the federal budget is finalized in December the zoo will know if those funds are allocated for this project.

Director Wagner asked if the Board supports moving forward with the next capital campaign encompassing demolition of the small moats, a new lion exhibit, and renovating the current outdoor tiger and lion exhibits. The board unanimously supported.

ADMISSION REPORT

Director Wagner reported that paid admission numbers were down as well as down year to date slightly, but overall admission was up for the month and year to date compared to 2022. Parking was up for the month and year to date. This is likely due to an increase in individual drivers for school groups and field trips which were really high in May.

FINANCIAL REPORT

Director Wagner reported that there has been a significant amount of spending for basic maintenance supplies like paint, fence posts, dirt, etc., but that spending would slow down in July. She also reported that there had not been any major repairs or equipment failures just an accumulation of lesser expenses. The fund balance still has the funds necessary to cover the cost of the asphalt, but that the zoo would be using most of the fund balance for that project and then need to rebuild the fund balance.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

The Ingham County Sheriff's office conducted a de-escalation training for staff. This was a very helpful training.

Zookambi started and is almost sold out.

AZA inspection dates are June 20, 21, and 22. The inspectors did not request to speak to any Zoo Board members.

Mother's Day free admission incentive was utilized by 696 mothers.

The next Zoo Nights is June 15, more volunteers needed.

The zoo has several students for job work study programs through Peckham, Waverly High School, and Disability Network.

The Potter Park Zoo AAZK Chapter has been honored with the 2023 Conservation Initiative Award.

Annie Marcum was selected to be the Binturong SSP coordinator.

A male okapi was confirmed for placement at Potter Park Zoo, looking at a fall transfer after exhibit renovations are completed by the maintenance team.

One pair of penguins laid two eggs.

Moose, a young male bongo, arrived and is in quarantine. He will join the herd once he is out.

The replacement of the HVAC controls in DC has resulted in a cost savings on the monthly BWL bill.

NEW BUSINESS

2024 Budget Hearing Presentation

The zoo is only requesting \$123,000 in CIP projects for equipment and tree management. No other budget requests, mostly status quo. The presentation will include information about the cost to operate a zoo including animal feed.

OLD BUSINESS

AZA Accreditation Update

Director Wagner stated the accreditation dates are set for June 20, 21, and 22. The draft schedule made with the requests of the inspection team chair is included in the packet. She shared she had a call with the inspection team chair and that he was able to provide a list of questions they had and what they need more information about which was very helpful. She stated the chair did not request a meeting with any Zoo Board members. She also stated a follow up report will be due to the Commission by August 7, the zoo will receive the full accreditation report prior to the September hearing and then after attending the hearing find out the result.

CIP Update

Director Wagner stated the asphalt is still scheduled for replacement starting in August.

BOARD COMMENTS

Mary Leys noted she saw some poison ivy outside of the zoo near the gift shop. Mary also asked about the Collidiscap bird film and what the product is. Director Wagner stated the zoo is using the vinyl dots that come in strips and you place it at specific widths based on bird strike mitigation research.

Julie Pingston stated that the Society received a grant from Lansing Rotary for an accessible hay ride trailer for Boo at the Zoo.

LIMITED PUBLIC COMMENT

Mark Marquardt stated oak wilt and the disease killing pines and spruce trees are a concern and something the zoo should pay attention to. Director Wagner stated she agreed they are a concern and that as many precautions as possible are taken to protect the trees at the zoo such as having an arborist included in the asphalt contract and cutting all dead trees in the winter.

ADJOURNMENT

Meeting ended at 7:12 p.m.

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

**1301 S. Pennsylvania Avenue,
Lansing, MI, July 12, 2023**

BOARD MEMBERS

PRESENT: Chair Cheryl Bergman, Commissioner Tennis, Kasey Kent, Mary Leys, Emily Linden, and Dr. Jack Kottwitz

ALSO PRESENT: Cynthia Wagner, Zoo Director

ABSENT: Vice Chair Kyle Binkley, Molly Korn, Caitlin O'Rourke, Dr. Richard Snider, Julie Pingston, and Commissioner Trubac

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

MINUTES: Quorum not present

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Kasey Kent requested to add the Potter Park Zoo App discussion as a late item. Chair Bergman added it as New Business 7e.

ACTION ITEMS

Resolution – Ingham County Park and Zoo Rules and Regulations

Director Wagner reported that the recently approved rules must be updated due to a change in the law about service animals. Service animals in training are now permitted by law and the language in the Ingham County Park and Zoo Rules needs to be updated to reflect the change.

The Board supported the changes to the Service Animal section of the Rules and Regulations.

FINANCIAL REPORT

Director Wagner reported that gross revenue is up for the gift shop and grill. Revenue is also up for admissions even though quantity of guests is down due to an increase in admission costs. The Other Revenue category is up due to donations received by the Society for the Okapi exhibit and the grant received for the paths. The utilities line item is down and is correct compared to 2022 when billing was incorrect and some make up payments had to be made for 2021. She reported for expenses there is going to be a large expenditure of up to \$15,000 for a water main break that will be in July's financial statement. She also reported that purchased services is high due to the fee for administrative services having been paid for the entire year as compared to only six months in 2022 at this time.

Commissioner Tennis arrived at 6:20 p.m.

ADMISSION & PARKING REPORT

Director Wagner reported admissions is still up for the year and in June compared to 2022, but largely due to group admissions. Parking is up for the year likely due to the increase in chaperones driving separately with school groups but was down for the month of June.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

- Dr. Peter Carrington will be leading a toxic plant walk for staff and volunteers Aug. 8.
- Zookeeper Week starts July 16.
- The first day of Zoo Days had 1,650 guests.
- Paul Buzzard sent an update on the research they are doing in Armenia including the pictures they have recorded of snow leopards on camera traps.
- The Conservation Engagement Department is hosting a new conservation event this year for International Tiger Day.
- Education staff will be presenting about Big Zoo Lesson at the AZA annual conference and Mariah Martinez will be presenting about FALCONERS and Zoo in Your Neighborhood.
- The black rhinos bred in June. It takes several months before veterinary staff will know if it was successful.
- Almost 2,000 tadpoles were sent to Puerto Rico for release.
- The Zoo had the opportunity to take in Blanding's turtle eggs that were salvaged.
- There were no non-compliant items found during the USDA inspection in June 2023.

NEW BUSINESS

AZA Accreditation Inspection Exit Report

The team noted many points of achievement including the funds raised by the Society for the hospital, the relationship between the Zoo and the County, staff morale, DEAI efforts including the social story, the maintenance department, and the veterinarian's research efforts.

Major concerns included the hospital, big cat holding and the pathways. The concern that needs the most attention is cat holding – the paths and the hospital are in progress. Several immediate changes will be made to improve animal welfare for the cats including increased ventilation and scratching posts, but the next step is a capital campaign to build a new exhibit.

The lesser concerns including the welfare assessments for the mice and ride camels are done, enrichment documentation is in place and the broad-wing hawk exhibit will be revamped by keepers. The hornbill exhibit and drains will have a plan for the report but will not be completed by Aug. 7.

September Meeting Date

The September meeting date is during the AZA annual conference. The board agreed to cancel the meeting.

Asphalt Replacement Phases

Asphalt replacement will start the beginning of August. The meeting to work out the details of construction is July 13. Many of the phases will be combined and the old admissions area that is currently the volunteer shed may be used when the entry plaza is completed.

2023 Tree Survey

The tree survey was completed by the Visiting Arborist and the map in the packet shows which trees will either be removed or have deadfall cut back.

Zoo App Discussion

Kacey Kent reported that an app could be helpful to increase both education and accessibility efforts. Based on the research she did the cost could be between \$20-60,000 with updates. It would be best to get a basic app out as soon as possible and push out updates soon after. It would be possible to have Phase 1 be in English and then push out Phase 2 in Spanish and then a third Phase with sign language.

Discussion about the app and the structure ensued.

It was decided to schedule a meeting with the necessary Zoo Society staff and interested board members to discuss the app in more detail.

OLD BUSINESS

2024 Budget Hearing Presentation

Director Wagner reported that the full presentation from the budget hearing is included in the board packet. She stated the AZA exit report included the budget packet is slightly different than the report at the beginning of the packet due to edits the Visiting Commission made post inspection. The edits did not change the content of the report.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Meeting ended at 7:13 p.m.

**POTTER PARK ZOO
BALANCE SHEET - PRELIMINARY
AS OF JULY 31ST, 2023**

ASSETS

CASH	\$ 2,691,307
DEPOSITORY CASH	531,499
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	25,316
IFT TAX RECEIVABLE	-
TAXES REC - DELINQUENT	35,659
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(18,426)
ACCOUNTS REC-OTHER	80
PROPERTY TAX RECEIVABLE	-
INTEREST RECEIVABLE	5,144
DUE FROM STATE	-
INVENTORY	133,003
PREPAID EXPENSES	22,774

TOTAL ASSETS	\$ 3,434,355
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LIABILITIES

VOUCHERS PAYABLE	10
DUE TO ZOOLOGICAL SOCIETY	50,479
TAX LEVY LIABILITY	10,000
SALES TAX PAYABLE	13,876
REFUND NOW	(61)
REFUND APPLY	(865)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	2,968
DEFERRED REVENUE - DELINQUENT TAXES	19,682
DEFERRED REVENUE - PROPERTY TAXES	(169,644)
DEF REVENUE -POTTER PARK	8,713

TOTAL LIABILITIES	(64,843)
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FUND BALANCE

UNSPENDABLE	133,003
UNRESTRICTED FUND BALANCE	3,366,195
	<u>3,499,198</u>

TOTAL LIABILITIES AND FUND BALANCE	\$ 3,434,355
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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

FUND BALANCE AS OF 7/31/2023

FUND BALANCE AS OF 7/31/2023

POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY
FOR 12 MONTHS ENDING JULY 31ST, 2023

	2023 BUDGET	JULY 2023 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	JULY 2022 YTD ACTUAL
REVENUES					
PROPERTY TAX	\$ 4,202,357	\$ 4,380,615	\$ (178,258)	104.24%	\$ 4,027,195
UNALLOCATED PORTION OF TAXES (5 MONTHS)	\$ -	\$ (1,825,256)	\$ -	0.00%	\$ -
ADMISSIONS	\$ 653,000	\$ 582,094	\$ 70,906	89.14%	\$ 520,143
CONCESSIONS, GIFT SHOP, VENDING	\$ 655,000	\$ 606,962	\$ 48,038	92.67%	\$ 566,227
PARKING FEES	\$ 185,000	\$ 115,689	\$ 69,312	62.53%	\$ 112,812
INTERACTIVE SITES	\$ 80,000	\$ 75,391	\$ 4,609	94.24%	\$ 81,852
INTEREST INCOME	\$ 30,000	\$ 33,365	\$ (3,365)	111.22%	\$ 8,447
OTHER REVENUES	\$ (245,516)	\$ 90,537	\$ (336,053)	-36.88%	\$ 78,534
TOTAL REVENUES	\$ 5,559,841	\$ 4,059,397	\$ (324,812)	73.01%	\$ 5,395,210
EXPENDITURES					
PERSONNEL SERVICES					
Salaries & Wages - Full Time	\$ 1,871,037	\$ 1,008,826	\$ 862,211	53.92%	\$ 905,705
Salaries & Wages - Seasonal	\$ 605,284	\$ 484,475	\$ 120,809	80.04%	\$ 376,844
Benefits	\$ 1,140,437	\$ 609,870	\$ 530,567	53.48%	\$ 506,463
Total Personnel Services	\$ 3,616,758	\$ 2,103,171	\$ 1,513,587	58.15%	\$ 1,789,013
CONTROLLABLE EXPENDITURES					
Supplies	\$ 364,000	\$ 376,212	\$ (12,212)	103.35%	\$ 286,426
Animal Care	\$ 312,000	\$ 162,083	\$ 149,917	51.95%	\$ 157,422
Purchased Services	\$ 2,021,000	\$ 505,227	\$ 1,515,773	25.00%	\$ 389,182
Utilities - Telephone	\$ 20,125	\$ 9,619	\$ 10,506	47.80%	\$ 9,378
Rentals & Leases	\$ 4,000	\$ 5,381	\$ (1,381)	134.52%	\$ 165
Other Expenses	\$ 188,200	\$ 55,405	\$ 132,795	29.44%	\$ 93,578
Total Controllable Expenditures	\$ 2,909,325	\$ 1,113,928	\$ 1,795,397	38.29%	\$ 936,151
NON-CONTROLLABLE EXPENDITURES					
Utilities	\$ 240,000	\$ 136,377	\$ 103,623	56.82%	\$ 182,875
Insurance	\$ 90,000	\$ 64,950	\$ 25,050	72.17%	\$ 87,544
IT Support Expense	\$ 202,727	\$ 122,943	\$ 79,784	60.64%	\$ 124,790
Other Expenses	\$ 531	\$ -	\$ 531	0.00%	\$ 372
Total Non-Controllable Expenditures	\$ 533,258	\$ 324,271	\$ 208,987	60.81%	\$ 395,581
CAPITAL OUTLAY					
Capital Improvements	\$ (1,499,500)	\$ 171,088	\$ (1,670,588)	-11.41%	\$ 53,889
TOTAL EXPENDITURES	\$ 5,559,841	\$ 3,712,459	\$ 1,847,382	66.77%	\$ 3,174,634
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ 346,938			\$ 2,220,576
FUND BALANCE AS OF 1/1/23					
NON-SPENDABLE		\$ 133,003			
UNRESTRICTED		\$ 1,194,001			
		<u>\$ 1,327,003</u>			
FUND BALANCE AS OF 7/31/2023		\$ 1,673,941			
FUND BALANCE AS OF 7/31/2023					
UNSPENDABLE		\$ 133,003			
UNRESTRICTED		\$ 1,540,939			
		<u>\$ 1,673,941</u>			

POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD July 31, 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	2,198	1,773	1	1,774	(424)	7,764	6,661	(1,103)
CHILD NON-RESIDENT	3,038	2,644	53	2,697	(341)	9,880	8,699	(1,181)
CHILDREN - UNDER 3	1,331	1,715	21	1,736	405	5,506	5,474	(32)
ADULT RESIDENT	4,360	3,905	24	3,929	(431)	17,260	17,931	671
ADULT NON-RESIDENT	4,814	4,300	43	4,343	(471)	19,338	18,274	(1,064)
SENIOR/MILITARY RESIDENT	714	559	2	561	(153)	1,936	1,726	(210)
SENIOR/MILITARY NON-RESIDENT	968	778	6	784	(184)	2,669	2,546	(123)
GROUPS	2,289	1,966	0	1,966	(323)	16,571	19,196	2,625
SUBTOTAL	19,712	17,640	150	17,790	(1,922)	80,924	80,507	(417)
MEMBERSHIPS/PROGRAMS								
PPZ MEMBERS/RECIPROCAL	3,288	2,993	0	2,993	(295)	12,715	12,602	(113)
SOCIETY PROGRAMMING/EVENTS	4,722	3,918	0	3,918	(804)	11,005	12,134	1,129
MONDAY PROGRAM	874	1,402	0	1,402	528	2,805	3,956	1,151
ZIYN	851	770	0	770	(81)	2,968	2,829	(139)
OTHER (non-paying)	27	19	0	19	(8)	1,490	2,368	878
SUBTOTAL	9,762	9,102	0	9,102	(660)	30,983	33,889	2,906
GRAND TOTAL	29,474	26,742	150	26,892	(2,582)	111,907	114,396	2,489

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

POTTER PARK ZOO
MONTHLY PARKING REPORT
FOR MONTH AND YTD ENDING July 31, 2023

ADMISSION TYPE	2022	2023 Gate	2023 Online	2023 Total	BETTER (WORSE) THAN PY	2022	2023	BETTER (WORSE) THAN PY
ANNUAL RESIDENT PASS	18	13	0	13	(5)	212	286	74
ANNUAL NON-RESIDENT PASS	2	2	0	2	0	26	31	5
PPZ MEMBER DELUXE/PREMIUM	579	307	0	307	(272)	1,919	1,500	(419)
DAILY RESIDENT PARKING	3,224	2,928	13	2,941	(283)	11,968	11,125	(843)
DAILY NON-RESIDENT PARKING	3,401	3,322	38	3,360	(41)	12,973	14,455	1,482
EVENTS	1,308	129	0	129	(1,179)	1,677	541	(1,136)
ANNUAL PASS RESIDENT ENTRY	339	170	0	170	(169)	1,091	442	(649)
ANNUAL PASS NON-RESIDENT ENTRY	8	13	0	13	5	19	29	10
WAIVED ANNUAL PASS	7	6	0	6	(1)	40	37	(3)
OTHER (non-paying)	142	41	0	41	(101)	739	2,035	1,296
TOTAL	9,028	6,931	51	6,982	(2,046)	30,664	30,481	(183)

ADMISSION TYPE	
ANNUAL RESIDENT PASS	
ANNUAL NON-RESIDENT PASS	
RESIDENT DAILY PASS	
NON-RESIDENT DAILY PASS	



Director's Report August 09, 2023

AZA

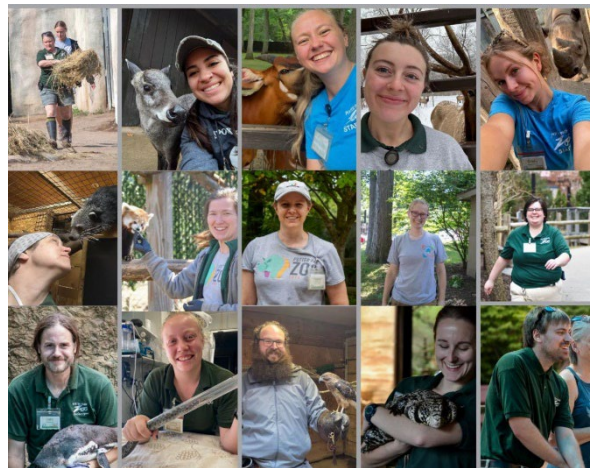
The AZA accreditation hearing will be at the annual conference September 9. The following staff will be present at the hearing; Cynthia Wagner, Amy Morris-Hall, Jared Cypher, Brian Fisher, Jon Lawrence, Dr. Ronan Eustace, Pat Fountain, Sarah Foote, Rick Parker, and Mariah Martinez.

Potter Park Zoo Buzz Tips with WLAJ53 (WLNS)

Have you seen our new buzz tips that are airing online this summer? Community Engagement and Inclusion Specialist, Mariah Martinez, recorded five buzz tips this past Spring to promote the zoo. The topics cover conservation, AZA accreditation, planning your visit and our community programming. You can check them out on WLAJ53 social media!

You may also see two new commercials that are airing on WLNS Channel 6 all summer long!

Staff



It was a fantastic week honoring and appreciating our amazing zookeepers during National Zookeeper Week! Throughout the week, we showcased our deep gratitude for the hard work, passion, and commitment our keepers bring to the care and well-being of our animals.

Cynthia Wagner, Brian Fisher, and Pat Fountain visited Akron Zoo to gather information on their lion exhibit as well as materials for other upcoming exhibit renovations.

The Society added a new Board member, Kieran Marion.

Dr. Peter Carrington held an educational toxic plant walk for staff and volunteers on August 8. This is a fantastic opportunity for staff to learn to identify various plants throughout the zoo.



Erin O'Rourke completed her Certificate in Fund Raising Management in Indianapolis at Indiana University - Purdue University Indiana! She has been working on this for several years and it is a tremendous accomplishment that will benefit the zoo greatly!

Events



Zoo Days Recap

A roaring round of applause to the exceptional events team and all the dedicated staff who worked tirelessly to make Zoo Days an incredible success! We are grateful for the turnout of 3,072 community members and the enthusiasm shared by everyone who joined us.

The mascots had their public debut and have been requested at community events several times since.

Jon, Ruby, Rick, the maintenance team, and many others work hard to make the McLaren event a roaring success on July 21!

Conservation Engagement

The Potter Park Zoo AAZK chapter hosted the 8th annual Bowling for Rhinos fundraiser August 4, 2023.

Last weekend 29 guests attended the first ever Conservation Movie Night. The energy and enthusiasm from those that attended was fantastic.

The week of August 7 is the last week of Zookambi for the year.

The high school class starts the week of August 21 with a full class.

The first week of Big Zoo Lesson is the week of September 18th.



Diversity, Equity, Access and Inclusion (DEAI)

There were over 120 participants that came out to enjoy snow cones, activities, and crafts at the July FALCONERS event.! With the beginning phases of the asphalt reconstruction, our August FALCONERS event has been canceled. We hope to start back up in late September.

7/26/2023: Americans with Disability Act - The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

Volunteer Program

Volunteers have been instrumental in helping answer questions and guide guests at the temporary admissions area during Phase 1 of the asphalt project.

Membership Program



We had approximately 600 members turn out to enjoy Members Night this year. All were raving about how much fun they had as they left. Several kids said, “it was the best night ever!” Thank you again to all the keepers and staff who made this night special for everyone.

Fun Fact: We have 7,265 members, representing 3,287 households!

Animal Care and Research



Congratulations to Heath and Area 60 for the tufted deer birth announcement in the July AZA Connect. Great Work!

Introducing our newest addition to the zoo family!

Please give a warm welcome to Kathy, our adorable tree shrew. She has officially made her debut and can now be found on exhibit in the feline and primate house.

The penguin chick is doing well and gaining weight as expected as is the lemur pup and cotton top tamarin pup!



The five tenrec babies are doing exceptionally well. Their health and development are progressing after a slow start. Area 80 did a great job in assisting with the feeding of the tenrec babies to ensure the well-being of both the babies and their mother.

The rhinos were introduced for breeding again on August 8th.

Moose, the new male bongo, was introduced to the female herd the week of August 7th.

Several animals were moved prior to the start of Phase 1 of asphalt removed to ensure their well-being and limit stress due to construction noise.



The difficult decision was made to euthanize Mr. Moon due to age-related issues.

Born in 1990, Mr. Moon had been at Potter Park Zoo since 2005. At the age of 33, he had surpassed the average life expectancy for ponies, living a long and fulfilling life in our care.

International Rhino Foundation Impact Report

Exciting news! The International Rhino Foundation has just released its 2022 impact report, and we can't wait to delve into the remarkable achievements and progress they've made in rhino conservation. You can access the full report [here](#).





8403 Colesville Road, Suite 710
Silver Spring, MD 20910-3314
301-562-0777 tel. 301-562-0888 fax
www.aza.org

Potter Park Zoological Society
1301 S Pennsylvania Avenue
Lansing, MI 48912-1646

Dear Potter Park Zoological Society,

Thank you for your support to the Conservation Endowment Fund.

Awards from the Conservation Endowment Fund will be distributed to AZA member facilities through a competitive grant program. Some examples of work that these grants could fund include:

- The initiation of new research in understudied species;
- The advancement of cutting-edge animal monitoring and welfare technologies;
- The validation of animal welfare assessment techniques;
- Collaborative, multi-institutional studies in animal care, health, and management; and
- The development of new science-based learning opportunities and materials related to animal care and wellbeing.

We are committed to ensuring all animals thrive in our care. We appreciate your support in funding the Conservation Endowment Fund. Your help makes our collective mission critical research goal a reality.

A handwritten signature in blue ink that reads "Dan Ashe". The signature is written in a cursive style with a large, looping "D" at the beginning.

Dan Ashe
AZA President and CEO

TO: Board of Commissioners, Human Services and Finance Committees, Controller, and Purchasing Director

FROM: Cynthia Wagner, Potter Park Zoo Director
Brian Fisher, Potter Park Zoo Maintenance Manager/Deputy Director

DATE: July 25, 2023

SUBJECT: Contract Authorization Request to Authorize an Agreement with Boynton Fire Safety Services

BACKGROUND

Boynton Fire Safety Services conducted an inspection of all Zoo smoke detectors. There were 24 that failed the sensitivity inspection and were determined to need replacement.

ALTERNATIVES

There is no alternative at this time. The failed smoke detectors are life safety equipment and are required by law to be replaced. Two other fire services companies in the area refused to provide a quote due to current workloads.

FINANCIAL IMPACT

The cost to replace the 24 smoke detectors is \$3,060. There are funds available in Zoo Fund #25869200 818000 30000 for the full amount.

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached contract authorization form to enter into an agreement with Boynton Fire Safety Services for replacement of 24 failed smoke detectors at Potter Park Zoo.

INGHAM COUNTY AUTHORIZATION
TO ENTER INTO A CONTRACT UNDER \$5,000
PURSUANT TO RESOLUTION # 09-095

Department Name: _____ Potter Park Zoo

DESCRIPTIVE INFORMATION

Contracting Parties: Ingham County Board of Commissioners and _____ Boynton Fire Safety Service _____


Type of Contract: New ☒ Extension _____ Amending Resolution # _____

Expense Contract: ☒ Revenue Contract: _____

Term of Contract: From _____ Date of Execution _____ To 12/31/23 _____ Amount of Contract: \$3,060 _____

Reasoning for Contract must be fully explained with an attached cover sheet and all supporting documents including a previously approved resolution if applicable: See attached memo

Funds Available through Distribution Number: 25869200 818000 30000

Requesting Department Head Signature: 

AUTHORIZATION

We, the undersigned, have reviewed the above described information and do hereby authorize entering into a contract as specified. To the best of our knowledge, after reasonable inquiry, no elected official, officer or employee of Ingham County has a relationship with this vendor which would create a conflict of interest. The Board Chairperson and County Clerk are authorized to execute the contract subject to approval as to form by the County Attorney.

Purchasing Director's Signature _____
Date

Controller/Administrator's, Signature _____
Date

Chairperson's Signature, Liaison Committee _____
Date

Chairperson's Signature, Finance Committee _____
Date

Board Chairperson's Signature _____
Date

Please forward completed form with all supporting documents to Corporate Counsel.

Rev. 04/15/09

This is a proposal, not an invoice.
Invoice(s) will be sent separately.

Date	Proposal #
5/23/2023	CP12156R1

Submitted To	Ship To
Ingham County Purchasing PO Box 319 Mason, MI 48854-0319	Potter Park Zoo 1301 South Pennsylvania Lansing, MI 48912

Customer Phone	Customer Fax	Work Order #	Original Submit Date	Terms		
(517) 676-7312	(517) 676-7230		5/16/23	Net 10		
Description				Qty	Rate	Total
Proposal to replace all (24) smoke detectors: 24 of them failed Fire Alarm System - Labor - Standard Hours - Technician with assistant (Scheduled Repairs) Fire Alarm System - Material - Smoke Detector						
Proposal by Technician J Douglas, (517) 316-9911				Subtotal		\$3,060.00
Accepted by (Signature) : _____ Date: _____				Sales Tax (6.0%)		\$0.00
				Total		\$3,060.00
This proposal is based on the information provided, and may be invalidated if additional information is forthcoming or specifications change. Proposal is valid for 45 days. A 1.5% per month service charge will be assessed to past due accounts.						
LIMITATION OF LIABILITY PROVISION: If Boynton Fire Safety Service LLC is found liable for any loss or damage due to breach of contract, negligence or gross negligence arising from design, installation, monitoring, repairing service, operation or non-operation, in any respect at all, Boynton Fire Safety Service maximum liability will be limited to the sum of \$1,000.00 and this liability shall be exclusive.						
Main Office Phone: (517) 316-9911		Main Office Fax: (517) 316-9966		For sales inquiries: sales@bovntonfire.com		

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: July 21, 2023
SUBJECT: Emergency Water Main Repair
For the meeting agenda of August 15, 2023

BACKGROUND

At approximately 1:30PM on July 8, 2023 there was a report of water coming up through the ground near the kangaroo exhibit, upon further inspection, it was determined that an underground water main had broken. The Board of Water and Light was contacted and after an on-site inspection determined the line is property of the Zoo.

The condition of the line deteriorated over the course of several hours, leaving approximately 75 to 80% of the Zoo without water pressure.

Myers Plumbing & Heating Inc. was contacted and they responded to evaluate the damage. They were able to assemble an excavation and plumbing team to complete the repair on July 8, 2023. The Board of Water and Light was consulted to ensure proper protocols were followed.

Emergency repair of the water line was approved by the Controller's office and the Purchasing Department.

ALTERNATIVES

The repair could not be delayed as water is a requirement for animal health.

FINANCIAL IMPACT

The final cost of the repair was \$12,593.75. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF INTENT
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT AND
TO DECLARE INTENT TO REIMBURSE**

RESOLUTION # 23-__

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan,
held on the ____ of _____, 2023, at 6:30 p.m., Michigan time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____
and seconded by Commissioner _____:

WHEREAS, the County of Ingham (the “County”) proposes to issue its tax-exempt bonds (the “Bonds”) for the purpose of paying part of the cost of certain capital improvements in the County, including the acquisition, construction and equipping of a new animal health facility for the Potter Park Zoo, together with associated site improvements, and to pay the costs of issuing the Bonds (collectively, the “Project”); and

WHEREAS, it is not anticipated that the County will need to advance a portion of the costs of the Project prior to the issuance of the Bonds, but if such advance were to be required, it will be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Board of Commissioners of the County, as follows:

1. The County hereby declares its official intent to issue its bonds in one or more series in the aggregate principal amount of not to exceed \$6,000,000 to finance the costs of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The County Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the County, which notice shall not be less than ¼ page in size in such newspaper, with such changes as the County Clerk shall deem necessary or appropriate, upon the advice of bond counsel.

3. All prior resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: _____

NAYS: _____

County Services:

Finance:

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the _____ day of _____, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2023.

Clerk, County of Ingham

Note: This notice must be not less than 1/4 page in size in the newspaper.

NOTICE OF INTENT TO ISSUE BONDS
BY THE COUNTY OF INGHAM, MICHIGAN
AND THE RIGHT OF REFERENDUM THEREON

NOTICE IS HEREBY GIVEN that the County of Ingham, Michigan, intends to issue its bonds in the principal amount of not to exceed \$6,000,000 in one or more series for the purpose of paying part of the cost of certain capital improvements in the County, including the acquisition, construction and equipping of a new animal health facility for the Potter Park Zoo, together with associated site improvements, and to pay the costs of issuing the Bonds (collectively, the "Project"); and

The bonds are expected to be paid in not more than twenty (20) annual installments and, in any event, will mature within the maximum term permitted by law and will bear interest at a rate or rates to be determined at a competitive or negotiated sale but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT

The bonds will be issued under and pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the County of Ingham will be pledged to pay the principal of and interest on the bonds as the same shall become due. The County of Ingham will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due to the extent that other funds are not available for such purpose; provided, however, that the ability of the County of Ingham to raise such moneys is subject to applicable constitutional and statutory limitations on the taxing power of the County of Ingham. A portion of the Project is expected to be paid from contributions and grants.

RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the Board of Commissioners of the County of Ingham, to and for the benefit of the electors of the County of Ingham in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the County of Ingham, whichever is the lesser, shall have been filed with the undersigned County Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the County of Ingham qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance and purpose of said bonds and the subject matter of this notice may be secured at the office of the County Clerk of the County of Ingham, 341 S. Jefferson, P.O. Box 179, Mason, Michigan 48854.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Barb Byrum, Clerk
County of Ingham

4862-4543-1924 v2 [90246-5]



The Visiting Committee appointed to review Potter Park Zoo’s accreditation application visited the site June 20-22, 2023. At the conclusion of their visit, the inspection team discussed the List of Concerns with Cynthia Wagner, Potter Park Zoo Director and Amy Morris-Hall, Potter Park Zoological Society Executive Director. Below each concern is listed with our response, including both future plans and actions that have been taken to address each concern to date.

Concerns Remaining from Previous Inspection

The veterinary facilities are inadequate for an animal collection of this size and scope. No designated surgery is available. Quarantine and isolation are inappropriate by the prevailing standards of medical practice, and holding facilities are cramped, dated and inadequate in number. This was a concern during both the 2012 and 2017 inspections. (2.7.1, 2.7.3, 10.3.3)

The construction of a new veterinary hospital that meets AZA and AAZV guidelines is imminent. Steps that have been taken toward building a new hospital are as follows:

1. The Zoological Society is leading a capital campaign that has raised \$4,408,333 to date including a \$2,000,000 State of Michigan grant.

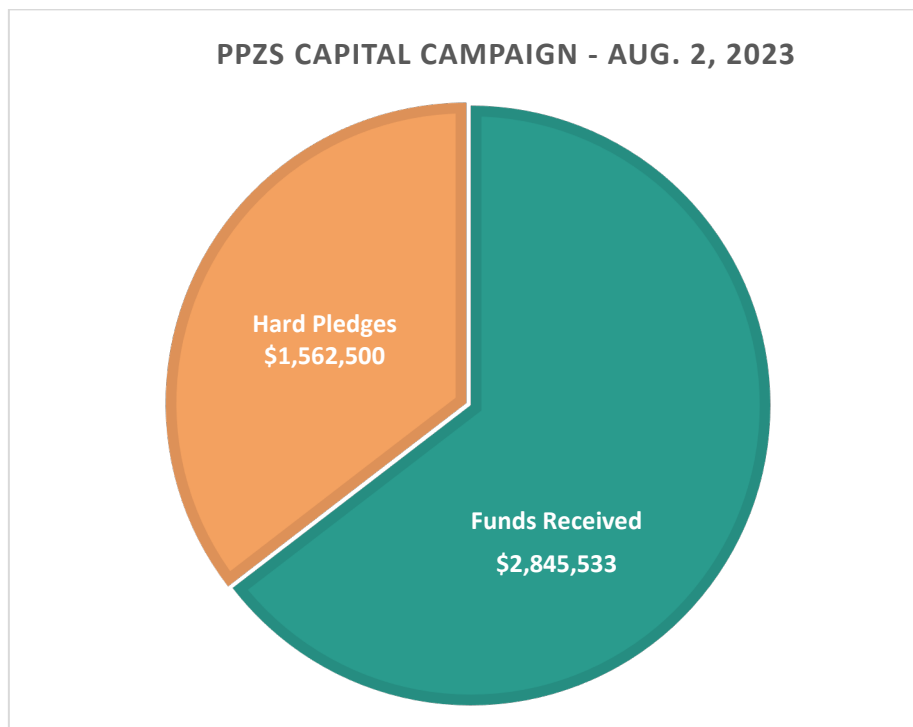


Figure 1: Chart listing animal hospital funds raised as of Aug. 2, 2023.

2. The Ingham County Treasurers' office created an account for all funds to be transferred to from the Zoological Society for the animal hospital project. \$1,825,000 has been transferred to date and \$19,213.98 in interest has been earned on transferred funds.
3. The Ingham County Board of Commissioners approved the project as a County Building Authority project which has and will continue to expedite necessary approvals throughout the process. **Please see Attachment #1** for the Resolution approving the new animal health facility as a building authority project.
4. Kramer Group Inc. was approved by the Ingham County Building Authority as the Owner's Representative for the design and build of the animal health facility and the contract was fully executed April 27, 2023.
5. The Potter Park Zoological Society committed to paying for the animal health facility in an amount not to exceed \$6,000,000. **Please see Attachment #2** for the Potter Park Zoological Society Board minutes approving the repayment of funds up to \$6,000,000 for the construction of a new animal health facility.
6. The RFP for Design Build Services of the new animal health facility was posted by the Ingham County Purchasing Department July 6, 2023 with bids due Aug. 14, 2023. Once bids are reviewed and interviews are completed a recommendation will be submitted to the Ingham County Building Authority for approval at the Aug. 28, 2023 meeting.
7. Ingham County government officials are in support of a bond for the completion of the animal health facility project, not to exceed \$6,000,000 for 20 years. **Please see Attachment #3** for the Ingham County Board of Commissioners Resolution to approve a notice of intent to bond that will be voted on by the Ingham County Board of Commissioners Aug. 22, 2023.

While the planning and construction of the new facility is taking place, Potter Park Zoo continues to provide excellent care to the animals. The following equipment has been purchased with funds raised for the new animal health facility and are in use while the new hospital is being constructed.

Equipment	Cost
Covetrus – Dental X-Ray Equipment	\$15,141.89
Vet Rocket R2 Rover – 710C DR System	\$50,550
Anesthesia Equipment	\$10,380.62
Karl Storz Telepack	\$7,455.30
Endoscopy Equipment	\$2,117.75
Steel Tough Containers – 20 ft storage	\$5,000
Biddergy – Various Equipment at Auction (metal cabinets, lockers, metal counters, etc.)	\$2,228.93
Total	\$92,874.49

Figure 2: Table listing equipment purchased for the new hospital as of Aug. 4, 2023.

The animal health facility is expected to be completed by the end of 2024.

The winter holding area for lions (and all big cats) appears to be less than adequate to maintain these animals for extended harsh conditions. This area is not of sufficient size or complexity to provide for the needs of the animals. Ventilation in this area is also insufficient. (1.2.2, 1.5.2, 1.5.7, 10.3.2, 10.3.3)

Following the 2017 inspection, the transfer of our female tiger was completed with SSP approval to decrease the quantity of animals utilizing the holding space resulting in an increase of winter holding space available to the lions. In 2021 the decision was made to humanely euthanize our 17-year-old female lion with age related arthritis and spinal issues that was causing a significant decline in her quality of life. This also resulted in increased space for the remaining two lions.

Since the Visiting Committee inspection in July 2023 several improvements have been made to improve the welfare of the big cats:

1. New sealer has been applied to the holding stalls to brighten the appearance of the spaces.



Figure 3: Walls prior to new sealer.

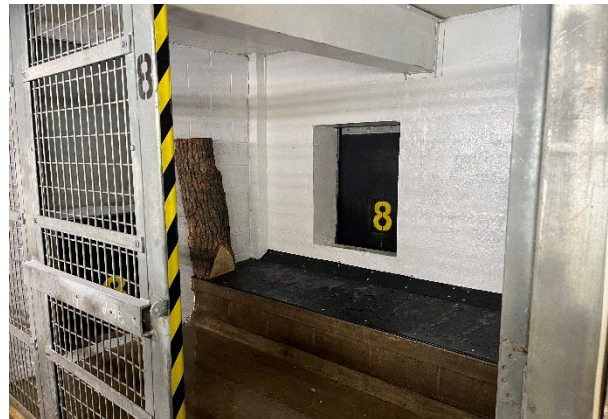


Figure 4: Walls after new sealer.

2. Wood slats have been secured in the stalls to provide indoor scratching opportunities, see Figure 4.
3. Ventilation has been doubled. In working with a certified balancing company, verification was obtained that the CFM's from the air handler that services the feline and primate holding areas at Potter Park Zoo increased from a total of 772 CFM's to 1433 CFM's. A complete inspection of all equipment including the amp draw of the motor was performed. Dampers were adjusted, belts replaced, sheave adjusted, and coils cleaned. **Please see Attachment #4** for a document showing ventilation improvements.

Future plans include:

1. Phasing out lions until a new exhibit is built. Potter Park Zoo currently houses 1.1 lions. The female is 19 years old with age related mobility issues and is being continually evaluated and her welfare assessed.

2. Completing a capital campaign to raise the necessary funds to build a new lion exhibit and renovate the current outdoor lion and tiger exhibits. Renderings for the new exhibit have been completed for fundraising purposes. Fundraising materials are in development with plans to fully kick off the campaign in January 2024.



Figures 5 & 6: New lion exhibit renderings

Major Concerns from Current Inspection

The sidewalks and pathways are not in good repair. Several areas were eroded away and could be difficult for guests to traverse. (10.1.0, 10.4.2)

The pathways are in disrepair and do not meet ADA requirements at this time. Capital Improvement Funds of \$500,000 were budgeted in 2021 to complete asphalt engineering services and develop the RFP for construction services. Capital Improvement Funds of \$1,000,000 were budgeted in 2022 for the asphalt replacement services.

Wolverine Engineering Inc. completed the asphalt engineering services in 2022 and the RFP for construction services was issued in 2023. Michigan Paving & Materials Co. was contracted to complete the full replacement of asphalt pathways throughout the zoo. **Please see Attachment #5** for the Resolution approving Michigan Paving & Materials Co. to complete asphalt replacement throughout the zoo.

The pre-construction meeting was held July 13, 2023 at Potter Park Zoo with an estimated started date of Aug. 7, 2023 and majority completion date of October 31, 2023.

[illegible]

Figure 7: Preconstruction meeting attendance sheet for asphalt replacement.

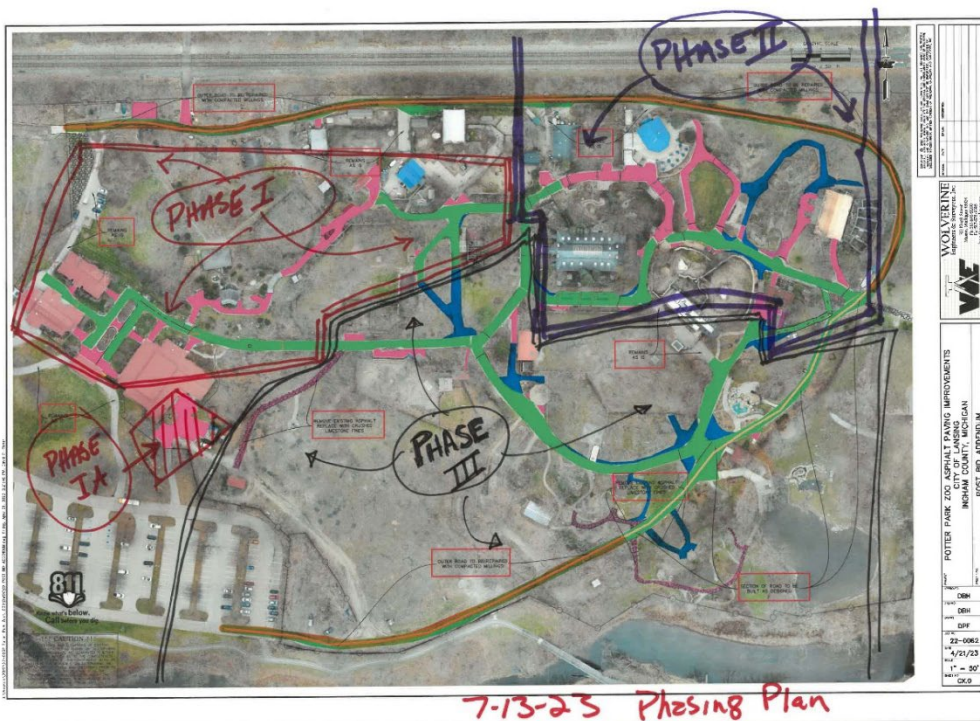


Figure 8: Map of paths to be replaced via three phases as provided by Michigan Paving and Materials Co.

Asphalt replacement started a week early on July 31, 2023. Majority completion date remains October 31, 2023.



Figure 9: Equipment for asphalt replacement on site and in use.



Figure 10: Map indicating in red the sections of asphalt that have been removed as of Aug. 4, 2023 during Phase I.

Lesser Concerns from Current Inspection

The welfare of feeder mice and ride camels has not been assessed. (1.5.0)

Assessments have been completed for both the feeder mice colony as well as the ride camels. **Please see Attachment #6** for completed welfare assessments.

As a result of the ride camel assessment the camel shelter was improved. An addition 96 sq./ft was added to the camel shelter, the entire roof including purlins and fascia was completely replaced. Painting is scheduled to be completed the week of Aug. 7, 2023.



Figure 11: Camel shelter with the improvements.

The broad-wing hawk exhibit is a barren corn crib. (1.5.1, 1.5.2, 1.5.2.2, 10.3.3, 12.4)

The corn crib has been moved to a new location behind the Discovery Center building for animal holding that is not in public view. This location eliminates 360 degree viewing and naturally provides visual barriers. The holding space is currently being utilized for holding of animals that need to be relocated to reduce stress during the asphalt project.

When the holding space is available for the broad-wing hawk once again the following will be in place:

1. The quantity of branches increased as well as the variety of levels the branches are placed.
2. Various textures added to the branches for perching.
3. Evergreens and long dried grasses secured for visual comfort while perching in the exhibit.



Figure 12: Corn crib being moved.



Figure 13: Corn crib in the new location.

The ground hornbill exhibit appears antiquated and does not reflect modern zoological practices. (1.5.1, 12.4)

The exhibit in the center of the Feline Primate Building that currently houses the southern ground hornbill is a corn crib structure that needs to be removed and replaced with a structure that is modern and enhances visitor experience while continuing to provide a space that meets the needs of the animals and provides positive animal welfare.

In an effort to improve the appearance and create a modern zoological exhibit, our plan for the winter of 2023/2024 is to remove the existing steel cage, fabricate and install 6' tall powder coated steel post 6' on center and install 6' x 6' sheets of polycarbonate between each post. To eliminate the 360-degree view of the exhibit, modifications will be made to the existing ramp behind the exhibit blocking it off from public use.

Please see **Attachment #7** for quotes on acrylic and metal posts that will be used to complete the planned renovation. The Potter Park Zoo maintenance team will complete the work for the project. The Potter Park Zoological Society will cover the estimated cost of \$25,000 for all materials.

Several illicit storm drains area located in the barnyard exhibits. (Preamble, 1.1.1)

There are several storm drains currently located in animal yards. This placement allows feces to flow into the drains and eventually into the Red Cedar River that borders the zoo. Studies have been completed documenting all drains in the zoo and providing best management practices including the most recent study done in collaboration with the City of Lansing, the government entity that owns the Potter Park Zoo property. **Please see Attachment #8** for the Army Corps of Engineers storm drain study completed in 2020. Sections describing best management practices are included.

Potter Park Zoo applied for funds through the Environmental Protection Agency Committee during the 2024 Federal Budget Process that will allow for improvements to the storm drains. **Please see Attachment #9** for the application submitted to the office of Congresswoman Slotkin for funding.

Potter Park Zoo was notified in February that the storm drain project was selected to move forward for recommendation for full funding in the 2024 Federal Budget Process by Congresswoman Slotkin. **Please see Attachment #10** for the email stating the Potter Park Zoo storm drain project had been selected for recommendation for the 2024 Federal Budget by Congresswoman Slotkin.

When funding is approved and granted, Potter Park Zoo will complete a renovation of the farmyard. Until the renovation is completed, silt socks have been placed in each drain and are cleaned out bi-weekly or more often if needed.

Enrichment documentation was incomplete in several areas. (1.6.3)

Potter Park Zoo has a thorough enrichment program including recently transiting to a behavior-based program. As part of the program each species has a calendar to record completed enrichments. The Visiting Committee found several calendars had days not filled in or in the case of the farmyard the month of June was not recorded. The importance of documentation has been addressed with the animal care team and all enrichment is being documented. The Animal Care Supervisor and Animal Programs Manager have been instructed to complete random checks of all enrichment logs each month to ensure they are being completed as enrichment is distributed.

Please see Attachment #11 for the July farmyard enrichment calendars.

Please see Attachment #12 for a sample of farmyard enrichment pictures in the July 2023.

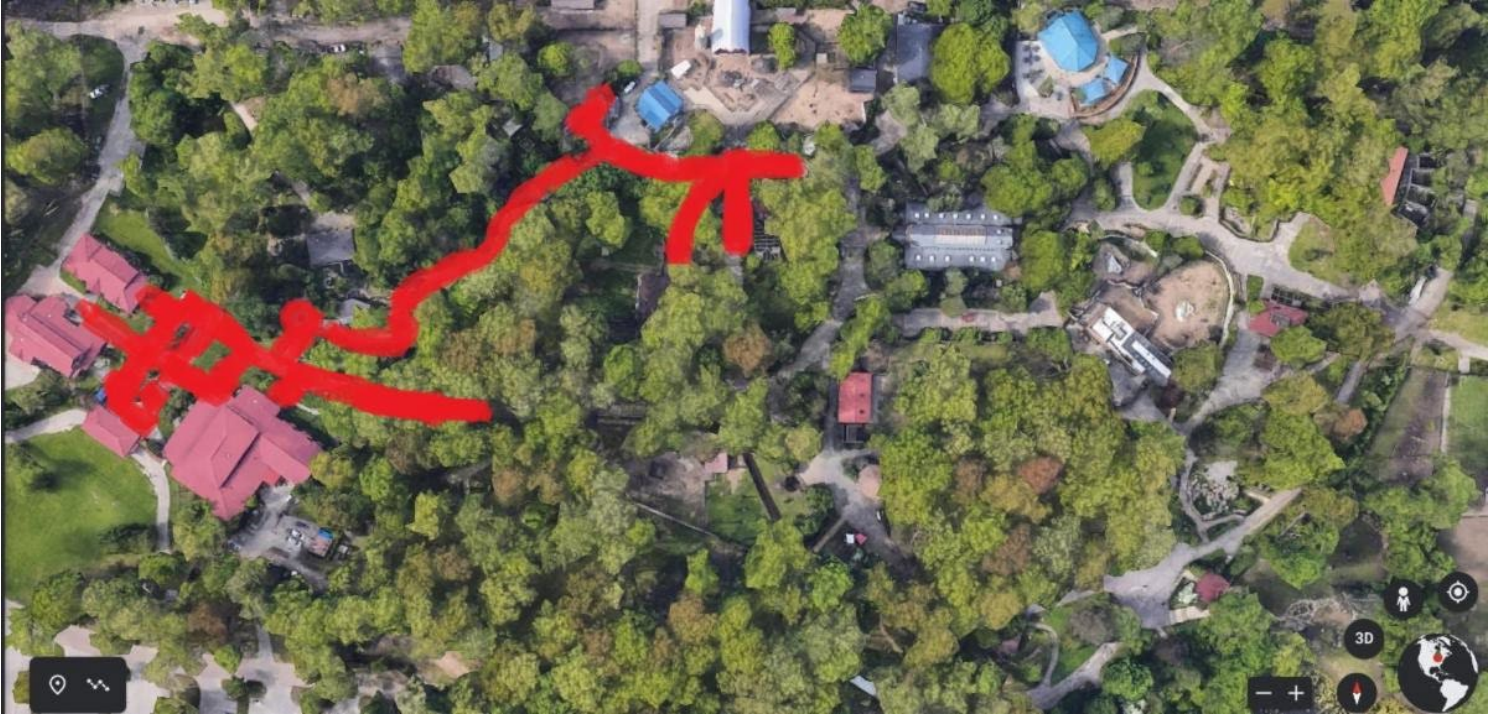


Image Above: Red indicates asphalt that has been removed in Phase 1 as of 8/8/23.