

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 14, 2024".

POTTER PARK ZOO ADVISORY BOARD MEETING

Wednesday, August 14, 2024
6:00 PM

1. Call to Order
2. Approval of the June 12, 2024 Meeting Minutes
3. Limited Public Comment – *Limited to 3 minutes with no discussion*
4. Late Items/Deletions/Consent Items
5. Action Items
 - a. Stormwater Infrastructure Improvements Community Project Funding – Resolution
 - b. Feline & Primate Building Renovations Grant – Resolution
 - c. Zoo Maintenance Deputy Director and Horticulture Grounds Manager Reorganization -Resolution
6. Director's Report
 - a. Finance Report – Cynthia Wagner
 - b. Admission and Parking Reports- Cynthia Wagner
 - c. Director's Report – Cynthia Wagner
7. New Business
 - a. Emergency Memo Water Line Repair
 - b. Feline Primate Renovation Discussion
 - c. Stormwater Infrastructure Project Discussion
 - d. Membership Survey Results
 - e. Zoo Nights Event
8. Old Business
 - a. Animal Health Facility Progress – Cynthia Wagner
 - b. Fundraising Update – Cynthia Wagner
 - c. Core Values and Vision Statement Update – Cynthia Wagner
9. Board Comments
10. Limited Public Comment - *Limited to 3 minutes with no discussion*
11. Upcoming Meeting
 - a. Zoo Advisory Board Meeting September 11, 2024 at 6:00 PM
12. Adjournment

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

**1301 S. Pennsylvania Avenue,
Lansing, MI,
June 12, 2024**

BOARD MEMBER

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

ALSO PRESENT: Cynthia Wagner, Zoo Director

ABSENT: Commissioner Pawar, Vice Chair Kyle Binkley, Commissioner Tennis, Caitlin O'Rourke, and Molly Korn

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

MINUTES: Moved by Julie Pingston and supported by Emily Linden to approve the minutes of the May 8, 2024 meeting as written, **Yes-7; No-0; MOTION CARRIED**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

ACTION ITEMS

None

FINANCIAL REPORT

Director Wagner reported the 2024 year to date financials show expenses and zoo revenue are in line with 2023, however tax revenue is down \$200,000 compared to 2023. The fund balance increased in May and needs to continue to increase over the summer during the high revenue months. Director Wagner stated she is continuing to monitor the financials closely.

ADMISSION & PARKING REPORT

Director Wagner reported that admissions for May and year to date are up from 2023. Group admissions was up significantly. She stated staff are going to discuss whether the zoo needs to set a limit to groups on a single day. This had not been a concern in the past, but there were several days in May that staff felt exceeded capacity. She stated key staff would be meeting to discuss a plan for the 2025 school season. The month of May had 737 Wild Wanderers.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

- Director Wagner thanked the board for attending the ground-breaking ceremony on May 22, 2024.
- Art of Adrienne murals are about half done and continue to be very popular.
- The ERESA class had a great year including 100% of students surveyed said they feel the class helped prepare them for further studies/career in animal science and that they are more likely to take conservation actions in their daily lives based on what they learned in class.
- Zookambi started for the year.
- Roxanne Truhn accepted the Big Zoo Lesson Site Coordinator position.
- Tomorrow night is the first Zoo Nights event. This year there are more drink vendors at each event.
- There will be more community partners at Zoo Days and Boo at the Zoo events this year.
- Memberships are up to 7,100 members.
- The new full-time veterinary technician started.
- Two zookeepers participated in massasauga field work research.
- The Animal Programs Manager is working on numbering all animal holding and exhibit spaces. This will provide consistency in how buildings are referred to in record keeping.

NEW BUSINESS

Emergency Memo Water Line Repair

The repair in the line near okapi and quarters for conservation was lower than expected at \$3,375. These breaks will continue until the water line is replaced.

Vision Statement Discussion

Director Wagner shared that the zoo is working to create a vision statement and new core values with the input of all zoo staff. She explained a survey was sent to staff to narrow down topics that were most important to staff and that she would be creating vision statements and values using that feedback for staff to vote on. Dr. Snider suggesting utilizing the word stewarding. The board agreed a shorter vision statement is better. Chair Bergman liked #10 on the list and using words like open and welcoming in the statement.

OLD BUSINESS

Potter Park Economic Impact Study

The final study is complete and printed. The packet includes the final two-page summary that incorporated feedback from the board.

Animal Health Facility Progress

The process is moving along and they expect to begin work in September or October. The engineering for the water

line is still in process. We are required to replace the line from Pennsylvania Ave. to the rhino exhibit per the fire marshal. The decision must be made with building authority whether we replace the line in the back of the zoo also or if we stop at rhinos. The amount we bond will be dependent on this decision.

Fundraising Update

The Society received a grant through ERESA for the high school classroom. This will allow them to add cupboards and counters throughout the room as well as purchase some educational resources. The zoo maintenance team will be installing the cupboards.

BOARD COMMENTS

Dr. Snider commented on how much he liked the Wild Wanderers feedback email that was received.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

DRAFT

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: August 6, 2024
SUBJECT: Resolution to Accept the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin’s Community Project Funding Program
For the meeting agendas of August 19 and August 21, 2024

BACKGROUND

Potter Park Zoo submitted an Environmental Protections Agency grant application through Representative Elissa Slotkin’s FY24 Community Project Funding program in the amount of \$1,700,000 to complete stormwater infrastructure improvements at Potter Park Zoo and was awarded \$959,752.

A summary of the Best Management Practices submitted for this project which the funding will be used for are as follows:

1. Repair and improve gutters, downspouts and rooflines on all zoo buildings, including the removal and trimming of trees impacting building roofs, to ensure drainage of rainwater is directed away from animal exhibits and fecal matter.
2. Create a vegetated drainage ditch with native emergent plants on the east side of the zoo, north of the moose/elk exhibit, to increase sedimentation of solids, preventing them from reaching the Red Cedar River and removing excess nutrients that may originate in animal waste.
3. Modify the farmyard stormwater sewer connection to retain drainage as well as eliminate any direct contact between the animals and storm drains.

Improving stormwater infrastructure at the zoo not only ensures fewer pollutants in the Red Cedar River, but also allows the zoo to continue to positively impact the community through conservation engagement including the topic of stormwater runoff.

ALTERNATIVES

The alternative is to not accept the grant for stormwater infrastructure improvements.

FINANCIAL IMPACT

This grant through Environmental Protections Agency requires a 20% match of \$191,950. The funds are available in the Zoo fund balance to meet the 20% match requirement.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing acceptance of the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin’s Community Project Funding program.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE STORMWATER INFRASTRUCTURE IMPROVEMENTS AT POTTER PARK ZOO GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM

WHEREAS, Potter Park Zoo's stormwater runoff directly impacts the water quality of the Red Cedar River, a major tributary of the Grand River, which has a drainage basin of around 460 square miles, and encompasses portions of the Lansing and East Lansing metropolitan areas; and

WHEREAS, Potter Park Zoo submitted an application for \$1,700,000 to Representative Elissa Slotkin's 2024 Community Project Funding program for stormwater infrastructure improvements; and

WHEREAS, the stormwater infrastructure grant request was funded at \$959,752 in the Environmental Protection Agency appropriations bill; and

WHEREAS, a 20% match of \$191,950 is a requirement of the grant of which the funds are available in the Zoo's fund balance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners does hereby accept the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin's Community Project Funding program through the Environmental Protections Agency committee in the amount of \$959,752.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the 20% required match of \$191,950 from the Potter Park Zoo fund balance.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget, including to accept donations and to establish an account for any funds received and the disbursement thereof in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

**Potter Park Zoo Advisory Board
Meeting of August 14, 2024**

Motion to support a Resolution authorizing acceptance of a stormwater infrastructure improvements grant from Representative Elissa Slotkin's Community Project Funding Program.

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Potter Park Zoo Advisory Board with the passage of this motion.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: August 6, 2024
SUBJECT: Resolution to Accept a Grant from the State of Michigan for Feline & Primate Building Renovations at Potter Park Zoo
For the meeting agendas of August 19 and August 21, 2024

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the Association. As noted in Potter Park Zoo’s 2023 AZA accreditation inspection report, the zoo must improve the holding spaces and exhibits for the large felines at Potter Park Zoo.

Potter Park Zoo submitted a 2025 State Budget funding request of \$10,000,000 for the renovation of the Potter Park Zoo Feline & Primate Building and was awarded \$10,000,000.

Renovation of the Feline & Primate Building provides the following for the community:

- Restoration of a historically significant building built in 1930.
- Restoration of one of only two animal exhibit buildings used throughout the winter by school groups to learn about the conservation of species through the Big Zoo Lesson.
- Several new exhibits in the location of current exhibits such as tiger and snow leopard.
- Accessible viewing at all indoor and outdoor exhibits.
- Accessible entrance into the building through installation of automatic doors.
- Significant improvement of animal well-being for several charismatic animal species.

ALTERNATIVES

The alternative is to not accept the funding from the State of Michigan.

FINANCIAL IMPACT

If the total project cost exceeds \$10,000,000, the Potter Park Zoological Society will fundraise to meet the full need.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a grant from the State of Michigan for the purpose of renovating the Feline & Primate Building at Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT FROM THE STATE OF MICHIGAN FOR
THE RENOVATION OF THE FELINE & PRIMATE BUILDING AT POTTER PARK
ZOO**

WHEREAS, Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the Association including animal exhibits and holding spaces; and

WHEREAS, Potter Park Zoo submitted a 2025 State Budget grant request of \$10,000,000 for the renovation of the Potter Park Zoo Feline & Primate Building; and

WHEREAS, Ingham County was awarded \$10,000,000 for improvements to the Feline & Primate building including the large feline exhibits and holding spaces.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of the grant from the 2025 State of Michigan budget in the amount of \$10,000,000 for the renovation of the Feline & Primate building at Potter Park Zoo.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget, including to accept donations and to establish an account for any funds received and the disbursement thereof in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

**Potter Park Zoo Advisory Board
Meeting of August 14, 2024**

Motion to support a Resolution authorizing acceptance of a State grant for the renovation of the Feline & Primate Building.

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Potter Park Zoo Advisory Board with the passage of this motion.

TO: Board of Commissioners Human Services and County Services Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: August 7, 2024
SUBJECT: Potter Park Zoo Horticulture Grounds Manager and Zoo Maintenance Deputy Director Reorganization
 For the meeting agendas of August 19 and 20, 2024

BACKGROUND

There is currently a Zoo Maintenance Deputy Director position and a Horticulture Grounds Manager position at Potter Park Zoo. The Horticulture Grounds Manager position is vacant at this time.

With the upcoming and future construction projects at the zoo including the animal health facility, stormwater infrastructure improvements and Feline & Primate Building renovations, zoo staff feel it is necessary to fill the Horticulture Grounds Manager position. After discussions with the Ingham County Human Resources Department it was determined reorganizing these two positions as well as updating the job description and job titles would be beneficial to zoo operations.

This reorganization takes into consideration budgetary constraints by maintaining the current classifications for each position while updating the titles and job duties to reflect the needs of zoo operations.

ALTERNATIVES

The alternative is to not change the job descriptions and not fill the vacant Horticulture Grounds Manager position.

FINANCIAL IMPACT

The 2024 budget office wage projections show the total cost for the Deputy Director and Horticulture & Maintenance Supervisor positions to be a total of \$303,089. The Zoo Maintenance Deputy Director position is currently filled and will not change in classification. The Horticulture Grounds Manager position has been vacant since February 2022, but has remained in the zoo budget and will not change in classification. The cost of the positions will not change and is included in the current 2024 budget and the requested 2025 budget. There are sufficient funds in the zoo budget to cover the total cost of these two positions.

Current Positions	F/T Step
Zoo Maintenance Deputy Director	\$175,503 Step 5
Horticulture Grounds Manager	\$127,586 Step 7
TOTAL	\$303,089

New Positions	F/T Step
Deputy Director	\$175,503 Step 5
Horticulture & Maintenance Supervisor	\$127,586 Step 7
TOTAL	\$303,089

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board and the Teamsters Unit are in support of the proposed reorganization and job description update.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the reorganization of the Zoo Maintenance Deputy Director and the Horticulture Grounds Manager positions at Potter Park Zoo.

Introduced by the County Services, Human Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE POTTER PARK ZOO
HORTICULTURE GROUNDS MANAGER AND ZOO MAINTENANCE DEPUTY DIRECTOR
POSITIONS**

WHEREAS, the Zoo has a Zoo Maintenance Deputy Director position as well as a vacant Horticulture Grounds Manager position; and

WHEREAS, a reorganization of these positions provides a more effective structure for zoo operational needs; and

WHEREAS, the 2024 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost of \$175,503 at Step 5 for the Zoo Maintenance Deputy Director (Deputy Director) position and \$127,586 at Step 7 for the Horticulture Grounds Manager (Horticulture & Maintenance Supervisor) position for a total of \$303,089; and

WHEREAS, the classification for both positions will remain the same resulting in zero cost increase; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization; and

WHEREAS, the Teamsters Supervisory Unit and the Potter Park Zoo Advisory Board are in support of the proposed updated job descriptions and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo positions:

Zoo Maintenance Deputy Director position to Deputy Director staying at the current classification of MCF 12.

Horticulture Grounds Manager position to Horticulture & Maintenance Supervisor staying at the current Teamster classification of Zoo Horticulture.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation list adjustments related to this resolution.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Cynthia Wagner, Director of Potter Park Zoo

FROM: Beth Bliesener, Human Resources Specialist
Joan Clous, Human Resources Specialist

DATE: August 7, 2024

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

1. Human Resources has updated the vacant job description Horticulturist Grounds Manager to reflect the duties that will be needed for this position. The title will now be Horticulture & Maintenance Supervisor. The position will remain in the Zoo Teamster union and the salary will remain the Zoo Horticulture pay scale. The position number is 692022.
2. Human Resources has updated the job descriptions Zoo Maintenance Deputy Director to reflect the duties of the position. The title will change to Zoo Deputy Director. The salary would remain the same MC 12. The position number is 692033

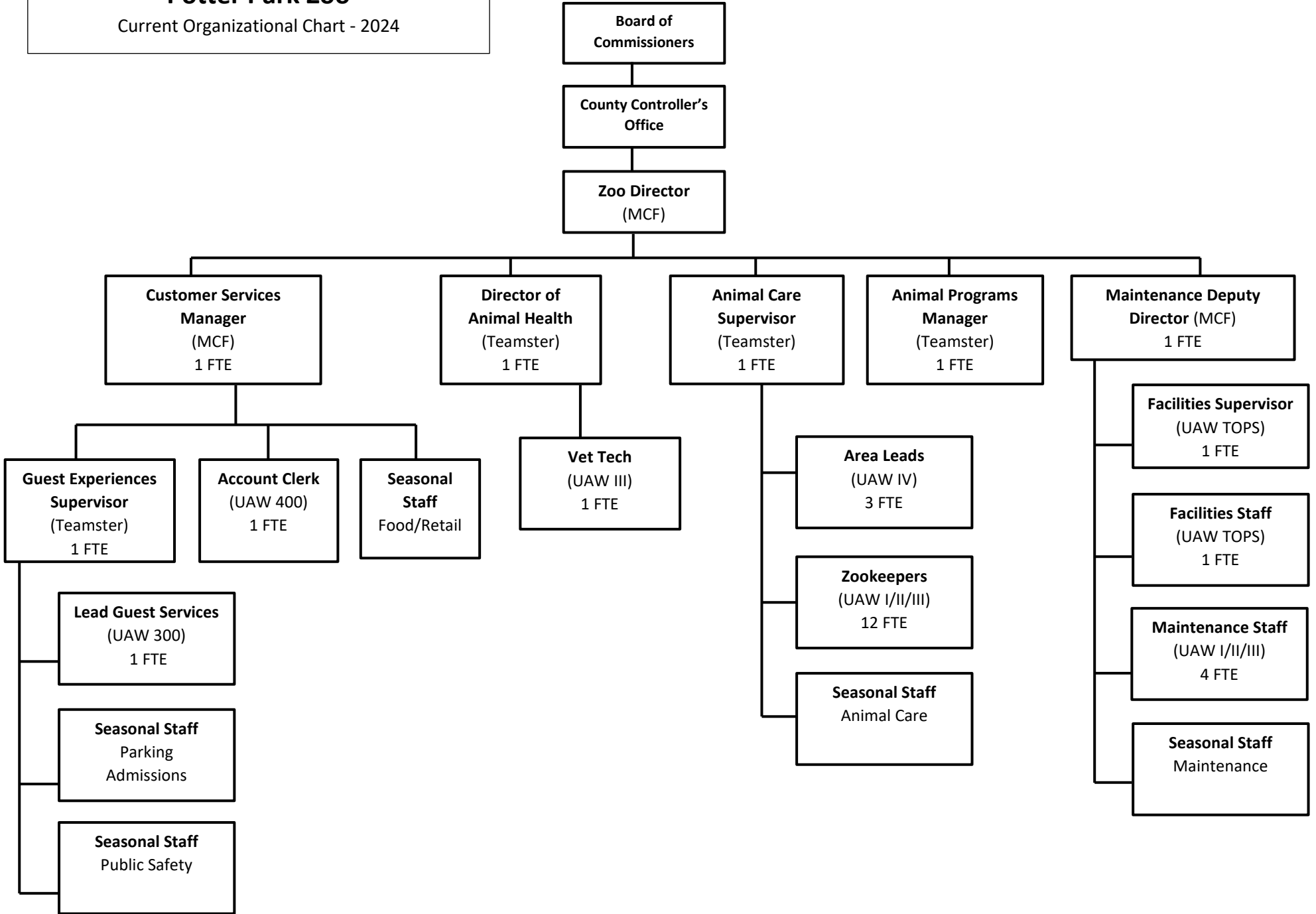
I have sent Zoo Teamsters notices regarding the above positions. Zoo Teamsters supports the changes. I have attached their responses. I have also attached all the job descriptions.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

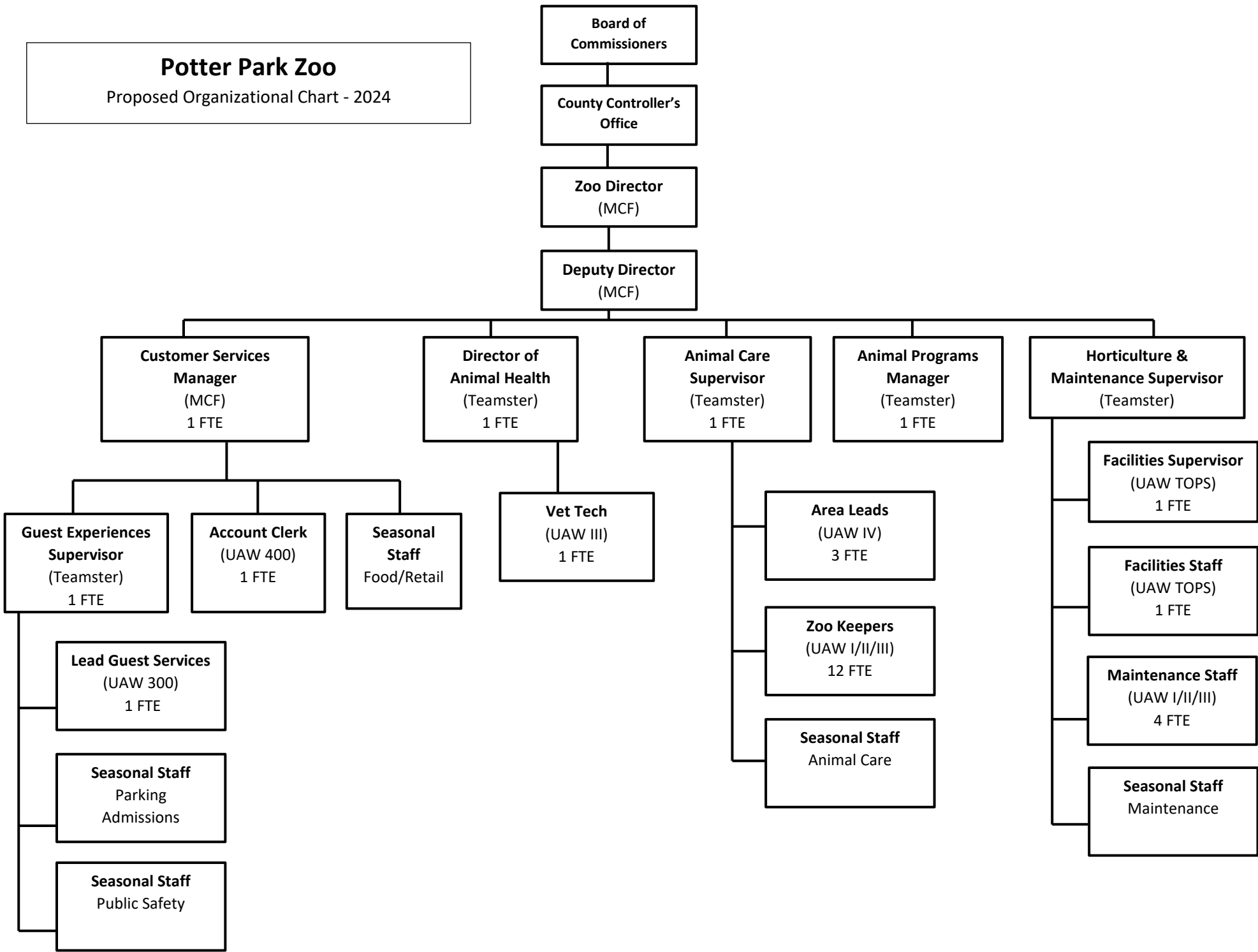
If I can be of further assistance, please email or call me (887-4375).

Potter Park Zoo

Current Organizational Chart - 2024



Potter Park Zoo
Proposed Organizational Chart - 2024



From: [Joan Clous](#)
To: [Cynthia Wagner](#); [Elisabeth Bliesener](#)
Subject: FW: Ingham County Zoo Position for Review
Date: Friday, August 9, 2024 2:01:54 PM
Attachments: [image001.png](#)
[image003.png](#)
[image006.png](#)
[image008.png](#)

Here is the union's agreement

From: Heather Duhoski <heather@teamsters243.org>
Sent: Friday, August 9, 2024 2:01 PM
To: Joan Clous <JClous@ingham.org>
Cc: Corey Smith <corey@teamsters243.org>
Subject: RE: Ingham County Zoo Position for Review

Good afternoon,

The union is agreeable to the Horticulture & Maintenance Supervisor.

Please provide a copy of the final job description.

Thank you

Heather Duhoski
Teamsters Local 243
Business Representative
5800 Executive Drive
Lansing MI 48911
T: (517) 887-2944 C: (517)819-4308
F: (517) 887-3069



From: Joan Clous <JClous@ingham.org>
Sent: Friday, August 9, 2024 1:53 PM
To: Heather Duhoski <heather@teamsters243.org>
Cc: Corey Smith <corey@teamsters243.org>
Subject: RE: Ingham County Zoo Position for Review

Sorry, Horticulture & Maintenance Supervisor

From: Joan Clous
Sent: Friday, August 9, 2024 1:51 PM
To: Heather Duhoski <heather@teamsters243.org>
Cc: Corey Smith <corey@teamsters243.org>
Subject: RE: Ingham County Zoo Position for Review

Good Afternoon,

How about Maintenance & Horticulture Supervisor?

Joan

From: Heather Duhoski <heather@teamsters243.org>
Sent: Friday, August 9, 2024 1:23 PM
To: Joan Clous <JClous@ingham.org>
Cc: Corey Smith <corey@teamsters243.org>
Subject: RE: Ingham County Zoo Position for Review

Good Afternoon,

The union position with this posting would be to include Horticulturist in the position title to maintain the intention of the position (Horticulturist-Maintenance Supervisor). The Union is agreeable to the wage placement. Please advise if you are in agreeance with the title change.

Heather Duhoski
Teamsters Local 243
Business Representative
5800 Executive Drive
Lansing MI 48911
T: (517) 887-2944 C: (517)819-4308
F: (517) 887-3069



From: Joan Clous <JClous@ingham.org>
Sent: Friday, August 2, 2024 2:01 PM

To: Heather Duhoski <heather@teamsters243.org>
Cc: Corey Smith <corey@teamsters243.org>
Subject: Ingham County Zoo Position for Review

Good Afternoon,

Attached are two job descriptions, one with track changes to show what was changed the other is the final copy. The salary range is \$61,055.52 to \$82,077.57. Please let me know if you have any questions. Please let me know if you are in agreement with the salary placement.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

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2024 Rates			FULL TIME		
ZOO MAIN DEPUTY DIRECTOR (692033)			Step 1	Step 5	
MC 12	0	704000	Salary	84,209.00	101,103.00
	101	8951	714000 Unemployment	421.05	505.52
		1000	715000 FICA	6,441.99	7,734.38
		8846	715050 Liability	1,160.48	1,393.30
		2720	716020 Health	21,279.00	21,279.00
		8952	716035 Health Surcharge	3,585.00	3,585.00
		8955	716040 Health Insurance Trust	3,789.41	4,549.64
		2700	716100 Dental	936.00	936.00
		2710	716200 Vision	135.00	135.00
		8953	716450 Separation	1,684.18	2,022.06
		8986	717000 Life	149.82	149.82
		8941	717100 Disability	109.47	131.43
		7203	718000 Retirement	24,496.40	29,410.86
		7303	718500 Retirement	2,105.23	2,527.58
		8810	722000 Workers Comp	33.68	40.44
				150,535.70	175,503.02

2024 Rates			FULL TIME		
HORTICULTURE/GRDS MANAGER (692022)			Step 1	Step 7	
TEAMSTER ZOO	0	704000	Salary	61,056.00	82,078.00
		8951	714000 Unemployment	305.28	410.39
		1000	715000 FICA	4,670.78	6,278.97
		8846	715050 Liability	841.41	1,131.12
		2720	716020 Health	21,279.00	21,279.00
		8952	716035 Health Surcharge	3,585.00	3,585.00
		8955	716040 Health Insurance Trust	2,747.52	3,693.51
		2700	716100 Dental	936.00	936.00
		2710	716200 Vision	135.00	135.00
		8953	716450 Separation	1,221.12	1,641.56
		8965	717000 Life	89.84	89.84
		8941	717100 Disability	79.37	106.70
		7297	718000 Retirement	3,742.73	5,031.38
		7397	718500 Retirement	610.56	820.78
		8815	722000 Workers Comp	274.75	369.35
				101,574.37	127,586.60

INGHAM COUNTY
JOB DESCRIPTION

~~HORTICULTURIST/MAINTENANCE and Horticulture SUPERVISOR GROUNDS~~
~~MANAGER~~

Horticulture & Maintenance Supervisor

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General Summary:

Under the general supervision of the ~~Zoo Maintenance Manager~~ Deputy Director ~~Park Manager~~ ~~H~~, performs responsible for day to day technical, design, maintenance, and supervisory work in horticulture, ~~and~~ forestry, ~~and~~ maintenance functions on zoo and park grounds. ~~Fills in for Maintenance Manger as needed.~~

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Essential Functions:

1. Assigns and supervises duties of all zoo maintenance staff, interns and volunteers, including ~~such~~ onboarding, training, work assignments, scheduling, and effectively recommends personnel matters pertaining to staff, hiring, firing, and disciplinary action.
2. Responsible for maintaining building and grounds repairs and normal upkeep.
3. Plans, designs, and maintains landscape installations in the zoo and park, including but not limited to: determines types and quantity of horticultural plants to be grown; cultivates and propagates exotic and native plant species that are landscape or exhibit specific; selects and purchases seed, plant nutrients, and disease control chemicals; provides daily maintenance and identifies plant needs and provides appropriate solutions.
4. Recommends improvements in landscaping public park property, including kinds and location of trees, shrubs, and other ornamental plants; provides leadership in forestry management on zoo and park grounds.
5. Coordinates with zoo department heads and staff concerning maintenance related activities on a daily basis.
6. Oversees labor and material needs for projects, researches options, develops plans, speaks with vendors, and makes recommendations, monitors cost and budget, including during emergency situations.
7. Completes work orders and records concerning time, material and equipment.
8. Coordinates the ongoing daily activities of the Maintenance Department with outside agencies such as contractors, sales representatives, and volunteer groups.
9. Stays current and works to exceed all USDA and AZA standards.
10. Participates in all manager on duty and zoo emergency procedures.
11. Attends and develops reports for Board of Commissioners, Zoo Board, and departmental meetings and events as requested.

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- ~~1. Maintains landscape installations, including but not limited to: determines types and quantity of horticultural plants to be grown; cultivates and propagates exotic and native plant species that are landscape or exhibit specific; selects and purchases seed, plant nutrients, and disease control chemicals; provides daily maintenance and identifies plant needs and provides appropriate solutions.~~
- ~~2. Coordinates and supervises full time and seasonal staff and Jail Alternative Sentencing Program crews in a working lead role to assist with landscaping, landscaping and grounds, and general maintenance activities.~~

- ~~3. Plans and designs landscape elements in zoo setting; works with zookeepers to design and install plants in and near animal exhibits and improve the care of botanical features in animal exhibits; verifies that herbaceous materials used near animals are non-toxic; categorizes plant species; and other required duties.~~
- ~~4. Recommends improvements in landscaping public park property, including kinds and location of trees, shrubs, and other ornamental plants; provides leadership in forestry management on zoo and park grounds.~~
- ~~5. Performs and assists with the assignment and supervision of maintenance activities such as: mowing, trimming, mulching, seeding, weeding, composting, fertilization, clearing of trees and brush, irrigation, aeration, herbicide application, pesticide application, painting, general and building maintenance duties, etc. Develops and is responsible for integrated pest management program for zoo.~~
- ~~6. Assist and works with volunteers on various projects. Establishes protocols for recruiting, scheduling, and training of volunteers and interns in the Horticulture section.~~
- ~~7. Answers questions and interprets the horticulture collection to the public.
— Maintains records such as equipment, material, and plant inventory, etc.~~
- ~~8. —~~
- ~~9. Assists with administrative tasks as assigned.~~
- ~~10. Performs other duties as required.~~

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Equivalent of two years of advanced course work in horticulture, landscape architecture or other closely related field of study. Prefer some course work in supervisory / management skills.

Experience: Three years of progressively responsible horticulture and/or forestry including supervisory experience. Knowledge of Zoo operations and horticulture experience preferred.

Education: — Must have a Bachelor’s Degree in Horticulture, Landscape Architecture, Botany, Plant Ecology or other closely related field of study.

Experience: Two years of progressively responsible horticulture and/or forestry experience, including supervisory experience. — Prior experience designing, installing, and maintaining landscape plantings in a zoo, park, conservatory, arboretum, or nature center setting preferred.

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Other Requirements: Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to horticulture. Arborist certification or equivalent is preferred. Possession of or ability to obtain state licensing as a Pesticide Applicator is required. Training or experience with Integrated Pest Management is preferred. Possession of or ability to obtain a valid Michigan Motor Vehicle Operator's License is required. Must have a good driving record. **Driving records will be checked as part of the referral process. You must be able to meet the standards of the Ingham County Driving Records Policy for referral.** Must submit a cover letter and resume with application.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment of promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

Climbs stairs and ladders. Will occasionally, lift, carry, push and pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc.

Working Conditions: Walks on various types of terrain in all climate conditions.

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.

- 8. This position is exposed to vibrations and oscillating movements.
- 9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
- 10. This position is required to travel for meetings and appointments.
- 11. This position works closely with domestic and wild animals with unpredictable temperaments.

This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above. **Physical Requirements:**

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing.
- This position’s physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

12.

~~Teamsters Zoo –0136 01-36~~
PayScale Zoo Horticulture
~~February 4, 2008~~
August 2024

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**INGHAM COUNTY
JOB DESCRIPTION**

HORTICULTURE & MAINTENANCE SUPERVISOR

General Summary:

Under the general supervision of the Zoo Deputy Director, responsible for day to day technical, design, maintenance, and supervisory work in horticulture, forestry, and maintenance functions on zoo and park grounds.

Essential Functions:

1. Assigns and supervises duties of all zoo maintenance staff, interns and volunteers, including onboarding, training, work assignments, scheduling, and effectively recommends personnel matters pertaining to staff, hiring, firing, and disciplinary action.
2. Responsible for maintaining building and grounds repairs and normal upkeep.
3. Plans, designs, and maintains landscape installations in the zoo and park, including but not limited to: determines types and quantity of horticultural plants to be grown; cultivates and propagates exotic and native plant species that are landscape or exhibit specific; selects and purchases seed, plant nutrients, and disease control chemicals; provides daily maintenance and identifies plant needs and provides appropriate solutions.
4. Recommends improvements in landscaping public park property, including kinds and location of trees, shrubs, and other ornamental plants; provides leadership in forestry management on zoo and park grounds.
5. Coordinates with zoo department heads and staff concerning maintenance related activities on a daily basis.
6. Oversees labor and material needs for projects, researches options, develops plans, speaks with vendors, and makes recommendations, monitors cost and budget, including during emergency situations.
7. Completes work orders and records concerning time, material and equipment.
8. Coordinates the ongoing daily activities of the Maintenance Department with outside agencies such as contractors, sales representatives, and volunteer groups.
9. Stays current and works to exceed all USDA and AZA standards.
10. Participates in all manager on duty and zoo emergency procedures.
11. Attends and develops reports for Board of Commissioners, Zoo Board, and departmental meetings and events as requested.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Equivalent of two years of advanced course work in horticulture, landscape architecture or other closely related field of study. Prefer some course work in supervisory / management skills.

Experience: Three years of progressively responsible horticulture and/or forestry including supervisory experience. Knowledge of Zoo operations and horticulture experience preferred.

Other Requirements: Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to horticulture. Arborist certification or equivalent is preferred. Possession of or ability to obtain state licensing as a Pesticide Applicator is required. Training or experience with Integrated Pest Management is preferred. Possession of or ability to obtain a valid Michigan Motor Vehicle Operator's License is required. Must have a good driving record. **Driving records will be checked as part of the referral process. You must be able to meet the standards of the Ingham County Driving Records Policy for referral.** Must submit a cover letter and resume with application.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment of promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

Climbs stairs and ladders. Will occasionally, lift, carry, push and pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc.

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
10. This position is required to travel for meetings and appointments.
11. This position works closely with domestic and wild animals with unpredictable temperaments.

(This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.)

Physical Requirements:

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing.
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

*Teamsters Zoo -0136
PayScale Zoo Horticulture
August 2024*

**INGHAM COUNTY
JOB DESCRIPTION**

ZOO DEPUTY DIRECTOR

General Summary:

Under the supervision of the Zoo Director, supervises and performs the work necessary to maintain, and improve the operational needs of the Zoo. Oversees the planning and implementation of capital improvement projects and purchases. Assists the Zoo Director with oversight of zoo operations. Supervises seasonal and full-time zoo employees as assigned. Coordinates with zoo department managers, and staff concerning zoo operations related activities. Serves as the acting Zoo Director in their absence.

Essential Functions:

1. Serves as acting Zoo Director in the absence of the Zoo Director.
2. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
3. Attends meetings and develops reports for Board of Commissioners, Zoo Board, and departmental events as requested.
4. Assists with oversight of zoo operations functions of all zoo departments, including, but not limited to onboarding, training, work assignments, scheduling, and personnel matters pertaining to staff, hiring, firing, and disciplinary action.
5. Coordinates with zoo department heads and staff concerning zoo operations related activities on a daily basis.
6. Oversees labor and material needs for capital improvement projects, researches options, develops plans, speaks with vendors, write RFP's, and makes recommendations, monitors cost and budget, including during emergency situations.
7. Maintains all MSDS data sheets in the County system.
8. Processes proximity cards, including adding and deleting users, running activity reports and overall maintenance of the systems.
9. Represents the zoo in both internal and external meetings.
10. On call twenty-four (24) hours for problems related to zoo operations.
11. Stays current and works to exceed all USDA and AZA standards.
12. Participates in all manager on duty and zoo emergency procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Equivalent of two years of advanced course work in mechanical systems, trades and construction and related maintenance areas. Prefer some course work in supervisory / management skills.

Experience: Five years of related experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing, construction and other aspects of facilities maintenance and management. Knowledge of Zoo operations and horticulture experience preferred.

Other Requirements:

Must have or have the ability to get and maintain State License as a pesticide applicator. Possession of a valid Michigan Driver's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
10. This position is required to travel for meetings and appointments.
11. This position works closely with domestic and wild animals with unpredictable temperaments.
12. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing.
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations

will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MCF 12
August 2021



**INGHAM COUNTY
JOB DESCRIPTION**

ZOO ~~MAINTENANCE~~ DEPUTY DIRECTOR

General Summary:

Under the supervision of the Zoo Director, supervises and performs the work necessary to ~~operate~~, maintain, and improve the operational needs of the Zoo ~~Facilities~~. Oversees the ~~Assists the Zoo Director with the~~ planning and implementation of capital improvement projects and purchases. Assists the Zoo Director with oversight of zoo operations ~~Has responsibility for the operation of zoo building and grounds~~. Supervises seasonal and full-time zoo employees as assigned. Coordinates with zoo department managers, and staff concerning zoo operations ~~maintenance~~ related activities. ~~This employee determines staff, methods and materials to best facilitate these activities~~. Serves as the acting Zoo Director in their absence.

Essential Functions:

1. Serves as a Acting Zoo Director in the absence of the Zoo Director.
2. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
3. Attends meetings and develops reports for Board of Commissioners, Zoo Board, and departmental events as requested.
4. Assists with oversight of zoo operations ~~Assigns and supervises functions~~ duties of all zoo ~~maintenance~~ departments ~~staff, interns and volunteers~~, including, but not limited to es onboarding, training, work assignments, scheduling, ~~effectively recommends~~ and personnel matters pertaining to staff, hiring, firing, and disciplinary action.
- ~~5. Responsible for maintaining building and grounds repairs and normal upkeep.~~
- ~~6.5.~~ Coordinates with zoo department heads and staff concerning zoo operations ~~maintenance~~ related activities on a daily basis.
- ~~7.6.~~ Oversees labor and material needs for capital improvement projects, researches options, develops plans, speaks with vendors, write RFP's, and makes recommendations, monitors cost and budget, including during emergency situations.
- ~~8. Insures work orders and records concerning time, material and equipment are properly filled out.~~
- ~~9. Coordinates the ongoing daily activities of the Maintenance Department with outside agencies such as contractors, sales representatives, and volunteer groups.~~
- ~~10.7.~~ Maintains all MSDS data sheets in the County system.
- ~~11.8.~~ Processes proximity cards, including adding and deleting users, running activity reports and overall maintenance of the systems.
- ~~12.9.~~ Represents the zoo ~~department~~ in both internal and external meetings.
- ~~13.10.~~ On call twenty-four (24) hours for problems related to zoo operations ~~buildings, equipment, and security~~.
- ~~14.11.~~ Stays current and works to exceed all USDA and AZA standards.
- ~~15.12.~~ Participates in all manager on duty and zoo emergency procedures.

Other Functions:

Education: Equivalent of two years of advanced course work in mechanical systems, trades and construction and related maintenance areas. Prefer some course work in supervisory / management skills.

Experience: Five years of related experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing, construction and other aspects of facilities maintenance and management. Knowledge of Zoo operations and horticulture experience preferred.

Other Requirements:

Must have or have the ability to get and maintain State License as a pesticide applicator. Possession of a valid Michigan Driver's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
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4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
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9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
10. This position is required to travel for meetings and appointments.
11. This position works closely with domestic and wild animals with unpredictable temperaments.
12. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing.
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MCF 12
August 2024

**Potter Park Zoo Advisory Board
Meeting of August 14, 2024**

Motion to support a Resolution authorizing a reorganization of the Zoo Maintenance Deputy Director and Horticulture & Maintenance Supervisor positions at Potter Park Zoo.

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Potter Park Zoo Advisory Board with the passage of this motion.

**POTTER PARK ZOO
BALANCE SHEET - PRELIMINARY
AS OF JULY 31, 2024**

ASSETS

CASH	\$ 2,503,181
DEPOSITORY CASH	275,801
IMPREST CASH	8,000
TAXES REC - CURRENT LEVY	-
IFT TAX RECEIVABLE	-
TAXES REC - DELINQUENT	43,024
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(18,601)
ACCOUNTS REC-OTHER	428
PROPERTY TAX RECEIVABLE	-
INTEREST RECEIVABLE	2,627
DUE FROM STATE	-
DUE FROM OTHER FUNDS	-
INVENTORY	171,296
INVESTMENT YIELD ADJUSTMENT	1
PREPAID EXPENSES	-

TOTAL ASSETS

<u>\$ 2,985,757</u>

LIABILITIES

VOUCHERS PAYABLE	-
DUE TO ZOOLOGICAL SOCIETY	53,735
TAX LEVY LIABILITY	19,100
SALES TAX PAYABLE	6,824
REFUND NOW	(61)
REFUND APPLY	(865)
ACCRUED PAYROLL	-
ACCOUNTS PAYABLE	15,218
DEFERRED REVENUE - DELINQUENT TAXES	26,628
DEFERRED REVENUE - PROPERTY TAXES	-
DEF REVENUE -POTTER PARK	14,931

TOTAL LIABILITIES

<u>135,510</u>

FUND BALANCE

UNSPENDABLE	256,679
UNRESTRICTED FUND BALANCE	2,593,568
	<u>2,850,247</u>

TOTAL LIABILITIES AND FUND BALANCE

<u>\$ 2,985,757</u>

NOTE: The Fund balance beginning balance is based on figures posted in the 2023 Ingham County Audit.

Prepared By: Eric J. Thelen

POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY
FOR 7 MONTHS ENDING JULY 31, 2024

	2024 BUDGET	JULY 2024 YTD ACTUAL	BUDGET REMAINING	% OF BUDGET	JULY 2023 YTD ACTUAL	% DIFF LAST YR
REVENUES						
PROPERTY TAX	\$ 4,487,927	\$ 4,440,585	\$ 47,342	98.95%	\$ 4,355,299	1.96%
UNALLOCATED PORTION OF TAXES (7 MONTHS)	\$ -	\$ (1,850,244)	\$ -	0.00%	\$ (1,814,708)	0.00%
ADMISSIONS	\$ 695,000	\$ 622,337	\$ 72,663	89.54%	\$ 582,123	6.91%
CONCESSIONS, GIFT SHOP, VENDING	\$ 705,000	\$ 670,840	\$ 34,160	95.15%	\$ 606,964	10.52%
PARKING FEES	\$ 180,000	\$ 126,409	\$ 53,591	70.23%	\$ 115,703	9.25%
INTERACTIVE SITES	\$ 95,000	\$ 73,363	\$ 21,637	77.22%	\$ 75,412	-2.72%
INTEREST INCOME	\$ 30,000	\$ 38,407	\$ (8,407)	128.02%	\$ 41,970	-8.49%
OTHER REVENUES	\$ (324,576)	\$ 145,326	\$ (469,902)	-44.77%	\$ 164,328	-11.56%
TOTAL REVENUES	\$ 5,868,351	\$ 4,267,023	\$ (248,916)	72.71%	\$ 4,127,091	3.39%
EXPENDITURES						
PERSONNEL SERVICES						
Salaries & Wages - Full Time	\$ 1,936,415	\$ 1,031,824	\$ 904,591	53.29%	\$ 1,008,826	2.28%
Salaries & Wages - Seasonal	\$ 695,284	\$ 496,373	\$ 198,911	71.39%	\$ 484,475	2.46%
Benefits	\$ 1,120,034	\$ 602,583	\$ 517,451	53.80%	\$ 609,870	-1.19%
Total Personnel Services	\$ 3,751,733	\$ 2,130,780	\$ 1,620,953	56.79%	\$ 2,103,171	1.31%
CONTROLLABLE EXPENDITURES						
Supplies	\$ 436,000	\$ 309,034	\$ 126,966	70.88%	\$ 376,212	-17.86%
Animal Care	\$ 317,000	\$ 144,631	\$ 172,369	45.62%	\$ 162,083	-10.77%
Purchased Services	\$ 647,000	\$ 412,007	\$ 234,993	63.68%	\$ 533,274	-22.74%
Utilities - Telephone	\$ 23,125	\$ 10,674	\$ 12,451	46.16%	\$ 9,619	10.97%
Rentals & Leases	\$ 6,000	\$ 3,358	\$ 2,642	55.96%	\$ 5,381	
Other Expenses	\$ 141,100	\$ 70,169	\$ 70,931	49.73%	\$ 55,447	26.55%
Total Controllable Expenditures	\$ 1,570,225	\$ 949,873	\$ 620,352	60.49%	\$ 1,142,017	-16.82%
NON-CONTROLLABLE EXPENDITURES						
Utilities	\$ 240,000	\$ 129,462	\$ 110,538	53.94%	\$ 136,377	-5.07%
Insurance	\$ 90,000	\$ 53,410	\$ 36,590	59.34%	\$ 64,950	-17.77%
IT Support Expense	\$ 215,899	\$ 140,260	\$ 75,639	64.97%	\$ 143,049	-1.95%
Other Expenses	\$ 494	\$ 371	\$ 123	75.05%	\$ -	#DIV/0!
Total Non-Controllable Expenditures	\$ 546,393	\$ 323,502	\$ 222,891	59.21%	\$ 344,377	-6.06%
CAPITAL OUTLAY						
Capital Improvements	\$ -	\$ 119,545	\$ (119,545)	#DIV/0!	\$ 171,088	-30.13%
TOTAL EXPENDITURES	\$ 5,868,351	\$ 3,523,700	\$ 2,344,651	60.05%	\$ 3,760,653	-6.30%
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ 743,323			\$ 366,438	
FUND BALANCE AS OF 1/1/24						
NON-SPENDABLE		\$ 256,679				
UNRESTRICTED		\$ -				
		<u>\$ 256,679</u>				
FUND BALANCE AS OF 07/31/24		\$ 1,000,002				
FUND BALANCE AS OF 07/31/24						
UNSPENDABLE		\$ 256,679				
UNRESTRICTED		\$ 743,323				
		<u>\$ 1,000,002</u>				

NOTE: The Fund balance beginning balance is based on figures posted in the 2023 Ingham County Audit.

Prepared By: Eric J. Thelen

**POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD JUNE 30, 2024**

ADMISSION TYPE	2023	2024 Gate	2024 Online	2024 Total	BETTER (WORSE) THAN PY	2023 COUNT	2024 COUNT	BETTER (WORSE) THAN PY
GENERAL								
CHILD RESIDENT	1,693	1,729	16	1,745	52	4,887	5,131	244
CHILD NON-RESIDENT	2,455	2,308	100	2,408	(47)	6,002	6,847	845
CHILDREN - UNDER 3	1,118	859	42	901	(217)	3,738	4,307	569
ADULT RESIDENT	4,147	4,002	95	4,097	(50)	14,002	15,061	1,059
ADULT NON-RESIDENT	4,690	4,601	251	4,852	162	13,931	17,187	3,256
SENIOR/MILITARY RESIDENT	481	572	14	586	105	1,165	1,500	335
SENIOR/MILITARY NON-RESIDENT	810	840	13	853	43	1,762	2,067	305
GROUPS	9,878	5,985	0	5,985	(3,893)	17,230	19,713	2,483
SUBTOTAL	25,272	20,896	531	21,427	(3,845)	62,717	71,813	9,096
MEMBERSHIPS/PROGRAMS								
PPZ MEMBERS/RECIPROCAL	2,354	3,208	0	3,208	854	9,609	13,189	3,580
SOCIETY PROGRAMMING/EVENTS	985	2,315	341	2,656	1,671	8,216	6,558	(1,658)
MONDAY PROGRAM	578	1,265	0	1,265	687	3,428	3,917	489
ZIYN	602	843	0	843	241	2,059	2,610	551
OTHER (non-paying)	0	993	0	993	993	2,349	3,554	1,205
SUBTOTAL	4,519	8,624	341	8,965	4,446	25,661	29,828	4,167
GRAND TOTAL	29,791	29,520	872	30,392	601	88,378	101,641	13,263
Wild Wanderers	0	641	0	641		0	1,378	1,378

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

**POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD JULY 31, 2024**

ADMISSION TYPE	2023	2024 Gate	2024 Online	2024 Total	BETTER (WORSE) THAN PY	2023 COUNT	2024 COUNT	BETTER (WORSE) THAN PY
GENERAL								
CHILD RESIDENT	1,774	1,860	34	1,894	120	6,661	7,025	364
CHILD NON-RESIDENT	2,697	2,720	153	2,873	176	8,699	9,720	1,021
CHILDREN - UNDER 3	1,736	1,167	0	1,167	(569)	5,474	5,474	0
ADULT RESIDENT	3,929	3,749	118	3,867	(62)	17,931	18,928	997
ADULT NON-RESIDENT	4,343	4,586	236	4,822	479	18,274	22,009	3,735
SENIOR/MILITARY RESIDENT	561	656	9	665	104	1,726	2,165	439
SENIOR/MILITARY NON-RESIDENT	784	1,053	22	1,075	291	2,546	3,142	596
GROUPS	1,966	2,203	0	2,203	237	19,196	21,916	2,720
SUBTOTAL	17,790	17,994	572	18,566	776	80,507	90,379	9,872
MEMBERSHIPS/PROGRAMS								
PPZ MEMBERS/RECIPROCAL	2,993	3,086	0	3,086	93	12,602	16,275	3,673
SOCIETY PROGRAMMING/EVENTS	3,918	4,923	0	4,923	1,005	12,134	11,481	(653)
MONDAY PROGRAM	1,402	1,748	0	1,748	346	3,956	5,665	1,709
ZIYN	770	721	0	721	(49)	2,829	3,331	502
OTHER (non-paying)	19	894	0	894	875	2,368	4,448	2,080
SUBTOTAL	9,102	11,372	0	11,372	2,270	33,889	41,200	7,311
GRAND TOTAL	26,892	29,366	572	29,938	3,046	114,396	131,579	17,183
Wild Wanderers	0	474	0	474	474	0	1,852	1,852

ADMISSION TYPE	DESCRIPTION
CHILDREN RESIDENT	Children, Ingham County ages 3-16 (\$5 April - October, \$3 November-March)
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SPECIAL EVENTS - PPZ	Admission included in event fee
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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 June 30, 2024**

ADMISSION TYPE					BETTER (WORSE) THAN PY			BETTER (WORSE) THAN PY
	2023	2024 Gate	2024 Online	2024 Total		2023	2024	
ANNUAL RESIDENT PASS	37	43	0	43	6	273	227	(46)
ANNUAL NON-RESIDENT PASS	9	5	0	5	(4)	29	37	8
PPZ MEMBER DELUXE/PREMIUM	422	445	0	445	23	1,193	1,466	273
DAILY RESIDENT PARKING	2,928	3,206	15	3,221	293	8,184	9,774	1,590
DAILY NON-RESIDENT PARKING	4,247	3,585	42	3,627	(620)	11,095	11,929	834
EVENTS	0	262	0	262	262	412	418	6
ANNUAL PASS RESIDENT ENTRY	176	13	0	13	(163)	272	395	123
ANNUAL PASS NON-RESIDENT ENTRY	14	275	0	275	261	16	299	283
WAIVED ANNUAL PASS	15	10	0	10	(5)	31	38	7
OTHER (non-paying)	264	117	0	117	(147)	1,994	355	(1,639)
TOTAL	8,112	7,961	57	8,018	(94)	23,499	24,938	1,439

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

**POTTER PARK ZOO
MONTHLY PARKING REPORT
FOR MONTH AND YTD ENDING JULY 31, 2024**

ADMISSION TYPE					BETTER (WORSE) THAN PY			
	2023	2024 Gate	2024 Online	2024 Total		2023	2024	BETTER (WORSE) THAN PY
ANNUAL RESIDENT PASS	13	15	0	15	2	286	242	(44)
ANNUAL NON-RESIDENT PASS	2	0	0	0	(2)	31	37	6
PPZ MEMBER DELUXE/PREMIUM	307	479	0	479	172	1,500	1,945	445
DAILY RESIDENT PARKING	2,941	3,282	22	3,304	363	11,125	13,078	1,953
DAILY NON-RESIDENT PARKING	3,360	3,462	51	3,513	153	14,455	15,442	987
EVENTS	129	984	0	984	855	541	1,402	861
ANNUAL PASS RESIDENT ENTRY	170	385	0	385	215	442	780	338
ANNUAL PASS NON-RESIDENT ENTRY	13	18	0	18	5	29	317	288
WAIVED ANNUAL PASS	6	2	0	2	(4)	37	40	3
OTHER (non-paying)	41	203	0	203	162	2,035	558	(1,477)
TOTAL	6,982	8,830	73	8,903	1,921	30,481	33,841	3,360

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



Director's Report August 14, 2024

Staff

All paid staff are now wearing Carolina Blue colored shirts rather than different colors by department. This will help staff be easily recognizable to zoo guests.

Public Safety

- Injury reports are down in 2024 compared to 2023. There have been 18 employee and 13 non-employees in 2024, compared to 21 employee and 14 non-employees in 2023.
- Hands on fire extinguisher training was held on four different days; staff had to complete an online training before completing the hands-on training by attending at least one session.
- The second of three firearms training was held on August 6, 2024 and conducted by the Ingham County Sheriff's department. Currently, there 18 staff members on the Emergency Response Team.



Communications

Exciting times are upon us as the Wild Wanderers Club recently welcomed its 1,000th member! We couldn't have asked for a better inaugural year for the club, which now spans nearly 700 households in our community.

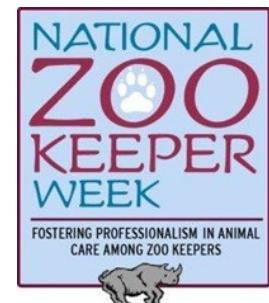
Fun fact: We have had a club member participate in the morning stroll every single day!

Our summer baby boom has been a hit on social media and beyond. Coverage from the Lansing State Journal, MLive, and other local outlets has spotlighted our adorable panda cub, playful penguins, and energetic lemur pup. The latest update on our red panda has reached nearly 100,000 accounts across our media channels! The Association of Zoos and Aquariums (AZA) covered our okapi and lynx arrival, along with the birth of the ring-tailed lemur pup.

We also had a roaring success with our National Zookeeper Week celebration! Our team and community loved the behind-the-scenes videos we shared, and we're excited to implement these more frequently moving forward.

In other exciting news, we've just surpassed 75,000 followers on Facebook!

- Facebook: 75,006
- Instagram: 31,377
- Twitter: 10,135
- Tiktok: 619



Lastly, we're excited to announce our very first Calendar Photo Contest. We're eager to see how the community captures the magic of the zoo, with hopes of boosting engagement, calendar sales, and attendance. Grab your cameras and show us your wildest shots!

Guest Services

A new soft serve machine was installed on June 17th. The machine has already made a difference in our ability to serve customers with an improved product quickly. The number of cones served is up 22% over last year since we installed the new machine with an increase of revenue of 44% over the same period of 2023.

The AniMALL gift shop has several new unique lines on display, with a few more slated to arrive as we prepare for the fall and the gift-buying season ahead.

Conservation Engagement

Join us Aug. 17, from 10 a.m.- 4 p.m. to celebrate Monarch Day. The day will be full of excitement, education, and fun, all included in regular admission. There will be five different education stations and activity tables dedicated to monarch butterflies and other pollinators. Learn about the monarch's incredible journey from Michigan to Mexico, conservation efforts, and the importance of protecting these endangered species.



We had our third Twilight Adventures event Saturday, July 20. This event sold out in advance and approximately 60 people attended! Guests in attendance have shared a lot of positive feedback including that they enjoy the quiet walk through the zoo at a unique time of day and engaging with other guests while eating S'mores and playing yard games. Several families

have come to every one of our Twilight Adventures so far and plan on coming to the last one for the year on August 10 as well. These new education events have been a great opportunity to engage members of the community and we hope to continue this event next year!



International Tiger Day was celebrated on July 27. Activities included several tiger focused education tables inside the zoo.

State wildlife agencies in Michigan and Ohio have received nearly \$500,000 in federal funding to study rare turtles. This grant is part of over \$7 million distributed by the U.S. Fish and Wildlife Service to support rare and declining fish and wildlife and their habitats across the country. Other states benefiting from this program include Hawaii, Minnesota, Iowa, and the Carolinas.

Potter Park Zoo will be participating in the study through Blanding's turtle head starting! Our team will be collecting eggs from the wild, incubating and hatching them, and raising the young turtles until they are large enough to be released back into their natural habitats. We may also join forces with the Michigan Natural Features Inventory team for some exciting fieldwork.

Conservation Stations have had 16,955 guest contacts so far this year and two new stations were added at okapi and lynx.

Zoo Teen Program Highlights:

- We have 54 Zoo Teens this year.
- Zoo Teens assist with Zookambi Summer Camp, engage with guests at Conservation Stations, assist in the Contact Yard and help the zookeepers with daily tasks. Teens gain practical skills, get hands-on experience, and the chance to network with staff.
- We held a career workshop for the zoo teens where they were able to hear from guest speakers Dr. Eila Roberts, the Director of the Zoo and Aquarium Science Department at MSU, and Pat Fountain, the Animal Care Supervisor at Potter Park Zoo. We also taught the Zoo Teens tips for building a resume and for writing cover letters.
- We started a new program within the Zoo Teen program called Zoo Teen Leaders. This program is for a highly-motivated group of returning Zoo Teen members who have a strong interest in education and conservation. This is an opportunity for returning Zoo Teens to build leadership and teamwork skills while providing insight into how we can improve the Zoo Teen program. Here are some accomplishments from the Zoo Teen Leaders:
 - The Zoo Teen Leaders have developed a monthly newsletter for the Zoo Teens
 - They have assisted with events such as Twilight Adventures, Zoo Days, and International Tiger Day
 - They will lead their own education station for Monarch Day
 - One of our awesome Zoo Teen Leaders greeted and led a tour for Detroit Zoo Teens that visited Potter Park Zoo
 - The Zoo Teen Leaders have also been the primary planners for the End of Summer Celebration that will be for all Zoo Teens

The Wild About Our Rivers event was in partnership with Michigan Waterways Stewards. There were 54 PPZ river clean up volunteers and guests enjoyed education tables with learning opportunities about how we can keep our river clean.

Zookambi Summer Camp was a huge success with 42 programs engaging 467 summer camp students in various themes of conservation. There were six instructional staff and five MSU interns that were trained in conservation education including project WILD curriculum. PPZ's site and program licenses for summer camp were renewed for another year.

Events

Zoo Days was a wonderful event with 3,265 visitors even with a full day of rain on the second day.



The Potter Park Zoo AAZK chapter raised over \$200 at the July Zoo Nights event with the sale of animal artwork. This money will go towards keeper professional development.



The 9th annual bowling for rhinos' event will be held on August 23, 2024. All funds raised go to support rhino conservation efforts in the wild.



DEAI

Zoo in Your Neighborhood

There were 721 guests that visited with a zoo pass in the month of July. Since January, 3,341 guests have enjoyed the zoo because of our zoo pass program!

Survey Comments:

"A great way to get active and spend time together as a family."

"The zoo pass made it possible to take my 3 kids to the zoo."

"It was a beautiful day. The animals were active. The zoo was clean and the zoo volunteers were wonderful and helpful."

"Great experience... inflation has been tough for us."

"Thank you for offering this! Money is tight right now so its the little things like this that make a huge difference."

There are two new partner locations with zoo passes that were added this summer: Big Brothers, Big Sisters (Capital Region) and Ele's Place (Capital Region). The two organizations will provide the passes to those who use their services. This is a wonderful partnership as they provide important resources and guidance to those in our community.

FALCONERS

There were 104 participants (30 families) in the month of July.

Survey Comments:

"I cant suggest a thing, everything was so well planned and thought out. It was an amazing time, the staff was so helpful and kind. We had the best time :-)"

"I can't thank you enough for such a wonderful experience! Crowds can be overwhelming for my daughter but our visit was almost like having the zoo to ourselves. She stayed at some of the exhibits almost 10 min instead of rushing thru to hurry and get out and away from the crowd. My heart was so full watching her smile and laugh its not often she really enjoys things like this usually its a struggle. My only struggle this time was getting her to leave. I cant say enough how much we all enjoyed our visit."

"Volunteers were very interactive. Provided good information and very friendly. Thank you for providing this experience. It was perfect in the sense of crowds/noise."

"Hi Mariah, we had a few emails and had the pleasure of meting at the gate. Your just as nice in person as your emails! You truly thought of everything, we had the best time as well as a couple of other family's we saw. We chatted about how well/ accommodating it was and mostly how wonderful the staff and volunteers were. We all were grateful how we weren't stared at, made fun of but were made to feel welcome and accepted-not a feeling as parents or "special people" often feel. Thank you for an amazing experience that will stay with us for a lifetime."

The next FALCONERS is our annual dinner on Friday, August 23 from 5-8 pm and is sponsored by Olive Garden of Okemos. Registration filled in less than 12 hours with over 200 participants. This dinner provides our families a night out that they usually don't get because of how overwhelming restaurants can be for those with developmental disabilities. We have a to-go option for families that feel better eating at home but still want the experience.

DEAI Committee Update

Our DEAI committee created guidelines for our current and incoming committee members and the next committee meeting is Tuesday, August 20.

All of our animal signage has been transcribed to braille. The booklets can be found at the Welcome Center and checked out by guests during their visits at the zoo. This improves accessibility of our signage to those who are visually impaired.

We are excited to announce the launch of our updated virtual tour, offering an immersive and comprehensive online tour of the entire zoo. This significant milestone furthers our commitment to accessibility, ensuring that all visitors, regardless of ability, can explore and enjoy the zoo. You can view the tour on our website: <https://potterparkzoo.org/virtual-tours/>

Membership

We had 3,039 members visit the zoo during the month of July.

- Adult -1,673
- Child - 1,210
- Infant - 125
- Senior - 31

As of July 31, 2024, we have 6,552 individual members, making up 3,039 member households. We recently sent out a member demographic survey and had 367 members respond.

Volunteers

During the month of July, we had 100 volunteers donate 2,148 hours! Additionally, there were 5,161 interactions with guests via conservation education stations and Zoo In Your Neighborhood presentations.

Animal Care and Research

Research highlights:

Endocrine diagnostics: principles and applications. Petroff, B.K., **Eustace, R.**, Thompson, K.A., Kozlowski, C., and D. Agnew. *Manuscript accepted for publication in upcoming issue of the Veterinary Clinics of North America: Exotic Animal Practice*

Three cases of clinical leptospirosis in Patagonian maras (*Dolichotis patagonum*). Wells, T., Kiupel, M., Nofs, S., Thompson, K.A, and **R. Eustace.** *Journal of Zoo and Wildlife Medicine* 55(2): 502-510.

Posters for the MSU CVM summer research project:

Heather Sayles, **EVALUATION OF ANTI-FUNGAL RESISTANCE IN CONFIRMED CASES OF ASPERGILLOSIS IN PENGUINS (SPHENISCIFORMES)**

Grace Heath, **Validation of the Novel Giraffe Immunoglobulin G (IgG) Radial Immunodiffusion Assay for Measurement of Serum IgG in Okapi (*Okapia johnstoni*)**

Summer research project from last year summer student to be submitted to Okapi and Giraffe upcoming conference (<https://www.cmzoo.org/international-center-for-the-care-conservation-of-giraffe/giraffe-okapi-conference/>).

Carrie Kosiba, **RETROSPECTIVE STUDY OF REPRODUCTIVE TRACT LESIONS IN MALE AND FEMALE OKAPI (*Okapia johnstoni*)**

Animal Updates:

- The otter group is all together on exhibit including dad and the pup are growing and seem to be doing great.
- Lucy the tufted deer was euthanized after months of treatment for age related conditions.
- Two wallabies passed away.
- The lynx are doing well on exhibit.

- The okapi is doing great on exhibit and has started training at the training wall regularly.
- There are four new baby goats in the farmyard and will join the larger goats once they are big enough.
- The red panda cub is doing well and growing. It will not make its debut on exhibit for several more weeks.
- The lemur pup is doing great and is very active on exhibit.
- The penguin chicks are now enjoying daily sunlight sessions around 10 a.m. each day. Once they molt they will be on exhibit.



TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: August 6, 2024
SUBJECT: Emergency Water Service Replacement
For the meeting agenda of August 20, 2024

BACKGROUND

On July 2nd, 2024, it was reported that there appeared to be an underground break in the water service line to Building 6, the okapi and binturong barn. With this being the second underground break within the past six weeks, it was determined that the best course of action was to replace the entire service line from the water main to Building 6.

Myers Heating and plumbing was contacted, they provided a cost to directionally bore and install approximately 250 feet of water service along with the necessary connections at both the main and building.

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

ALTERNATIVES

The repair could not be delayed as water must be maintained for animal health and wellness.

FINANCIAL IMPACT

The final cost of the repair was \$10,036.00. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

Core Values

Integrity
Respect
Community Engagement
Sustainability

Integrity
Respect
Community Engagement
Teamwork

Integrity
Respect
Compassion
Dependability

Integrity
Respect
Diversity
Sustainability

Vision Statements

1. A world where wild animals and their habitats are protected and cherished through education, conservation, and sustainable living.
2. A community united and inspired to conserve wild animals and their habitats, ensuring a future for wild places.
3. A community filled with passion for conservation to protect wild animals and their wild places for generations to come.
4. To be a leader in fostering empathy and connection between people and wild animals, inspiring a world where both thrive through conservation.