

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 "March 11, 2026"

POTTER PARK ZOO ADVISORY BOARD MEETING

Wednesday, March 11, 2026
6:00 PM

- 1. Call to Order**
- 2. Approval of the February 11, 2026 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. Zoo Finance Report – Cynthia Wagner
 - b. Admission Report - Cynthia Wagner
 - c. Director’s Report – Cynthia Wagner

- 7. New Business**
 - a. May Board Meeting
 - b. Funding Request 2027

- 8. Old Business**
 - a. Feline Primate Design Project Update – Cynthia Wagner
 - b. Stormwater Infrastructure Project – Cynthia Wagner
 - c. Fundraising Update – Amy Morris-Hall

- 9. Board Comments**

- 10. Limited Public Comment - *Limited to 3 minutes with no discussion***

- 11. Upcoming Meeting**
 - a. Zoo Advisory Board Meeting April 8, 2026 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,
February 11, 2026**

BOARD MEMBERS

PRESENT: Commissioner Cahill, Chair Cheryl Bergman, Mary Leys, Caitlin O'Rourke, Dr. Richard Snider, Samantha Harkins, Julie Pingston and Dr. Jack Kottwitz

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

ABSENT: Commissioner Tennis, Emily Linden, Vice Chair Kyle Binkley and Kasey Kent

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

MINUTES: The approval of the minutes as written from January 14, 2026 was moved by Samantha Harkins and supported by Julie Pingston. **Yes-8; No-0; MOTION CARRIED**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

ACTION ITEMS

Resolution – Caregiver Incentive

Director Wagner shared the resolution was proposing an incentive for caregivers that visit the zoo with a paid care receiver. She stated in past years they have experienced caregivers who are willing to pay admission as well as some that do not feel they should pay as they are aiding a paying visitor. Director Wagner stated she could not predict how many free admissions this would amount to, but that it seems likely it will be nominal and worth providing a more accessible experience for those that need assistance when visiting the zoo. Approval of the Resolution for a caregiver incentive was moved by Julie Pingston and supported by Samantha Harkins. **Yes-8; No-0; MOTION CARRIED**

FINANCIAL REPORT

Director Wagner cautioned the financial reports were still very preliminary as 2025 had not yet been closed so the 2026 starting fund balance amount could still change. She also stated that the property taxes had not yet been booked for 2026 so once that amount is reflected in the 2026 financials the fund balance would increase.

Director Wagner reported expenses were normal for the month of January.

Executive Director Amy Morris Hall shared the donations report for 2025 showing donations from the Zoological

Society to the Zoo. This includes the bond payments that were made in May and November. She also reported the Zoological Society 2025 year end financials reflect a \$33,000 deficit once the bond payment is taken into account. Ms. Morris stated some of the reasons for that deficiency were a required change in health insurance plans in August due to PHP ending and a decrease in revenue from public events.

ADMISSION & PARKING REPORT

Director Wagner reported that admissions was down for January compared to 2024, however cold temperatures were the most likely reason including two days the zoo had to close for sub-zero temperatures.

ZOO DIRECTOR REPORT

Major Elements Reported by Director Wagner:

- Seasonal employees are needed for 2026 and hiring has started. The rate of pay will be \$15.00 per hour.
- A Wild School class was able to view a medical procedure on a massasauga rattlesnake at the new Animal Health Facility viewing windows. The camera on the surgical lights worked and provided a unique and educational experience.
- Two miniature donkeys arrived and are in quarantine. The donkeys will be on exhibit in the farmyard.
- All birds were brought into inside holding areas during the sub-zero temperatures. The Animal Health Facility worked perfectly to house many species during this time and staff were very grateful to have these new spaces to utilize.

NEW BUSINESS

2026 Road Construction

Director Wagner stated that the map of the 127 construction from Choose Lansing's website is included. The 2026 construction on 127 will likely affect the zoo somewhat, but the 2027 road construction could be worse. She shared that Pennsylvania Ave. will be closing mid-March requiring all traffic to the zoo to enter from the north and that this will be the biggest impact in 2026. This will be for entirety of the summer so the zoo will have to ensure signage is clear and will have information on the website and social about the closure. She shared the city had been in communication with the zoo and plans to work with the zoo on all deliveries that can't fit under the Big Penny bridge.

AZA Director's Conference Recap

Director Wagner reported this is a very beneficial conference for zoo directors to attend and that she was grateful to have the opportunity for this professional development opportunity. She shared some of the topics that were focused on were AI usage in zoos and conservation, how conservation needs to be non-partisan and population management.

Education Programming Presentation

Marie Benner presented information regarding current conservation engagement programming including the following:

- Zookambi will be offered again this season and registration will open to members February 16 and to everyone March 2, 2026.
- A conservation station is being added for the animal hospital to interpret procedures as well as offer

information about the hospital on days there are not procedures.

- The conservation intern program has been updated to be more rigorous with planned weekly learning opportunities.
- Girl Scout programming has returned with a focus on citizen science.
- College conservation volunteers are being recruited.
- The zoo teen program will continue in the new format with the addition of monthly field trips and a possible art show.

OLD BUSINESS

Feline Primate Design Project Update

Director Wagner stated they had received written notice from the State of Michigan that since the Potter Park Zoo appropriation was encumbered through a grant agreement that was signed in April 2025, the zoo could continue to spend the 10M in allocated funding for the Feline Primate Renovation. Work is continuing with the attorneys to get the contract approved and signed with the Construction Manager so design can continue.

Stormwater Infrastructure Project Update

Director Wagner reported the project work plan has been submitted to the EPA and the NEPA review will begin. This was the next step in the grant process and things are moving along.

Fundraising Update

Director Morris Hall reported the Society would start fundraising for the Feline Primate project now that the project has approval to move forward. She stated they had received two donation commitments and have meetings set up with foundations and individuals to discuss the project.

BOARD COMMENTS

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 7:05 p.m.

**POTTER PARK ZOO
BALANCE SHEET
AS OF DECEMBER 31st 2025 - PRELIMINARY**

ASSETS

| | |
|--|--------------|
| CASH | \$ 1,404,093 |
| DEPOSITORY CASH | 36,359 |
| IMPREST CASH | 8,000 |
| TAXES REC - CURRENT LEVY | 4,727,245 |
| IFT TAX RECEIVABLE | - |
| TAXES REC - DELINQUENT | 36,709 |
| ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES | (18,602) |
| ACCOUNTS REC-OTHER | 80 |
| PROPERTY TAX RECEIVABLE | - |
| INTEREST RECEIVABLE | 4,313 |
| DUE FROM STATE | 7,908 |
| DUE FROM OTHER FUNDS | - |
| INVENTORY | 197,758 |
| INVESTMENT YIELD ADJUSTMENT | (18,794) |
| PREPAID EXPENSES | 85,648 |

TOTAL ASSETS

| |
|---------------------|
| <u>\$ 6,470,716</u> |
|---------------------|

LIABILITIES

| | |
|-------------------------------------|-----------|
| VOUCHERS PAYABLE | 114,850 |
| DUE TO ZOOLOGICAL SOCIETY | 10,209 |
| TAX LEVY LIABILITY | 29,600 |
| SALES TAX PAYABLE | 13,639 |
| REFUND NOW | - |
| REFUND APPLY | - |
| ACCRUED PAYROLL | 180,453 |
| ACCOUNTS PAYABLE | 193,666 |
| DEFERRED REVENUE - DELINQUENT TAXES | 22,737 |
| DEFERRED REVENUE - PROPERTY TAXES | 4,999,751 |
| DEF REVENUE -POTTER PARK | 17,901 |

TOTAL LIABILITIES

| |
|------------------|
| <u>5,582,806</u> |
|------------------|

FUND BALANCE

| | |
|---------------------------|----------------|
| UNSPENDABLE | 197,758 |
| UNRESTRICTED FUND BALANCE | 690,152 |
| | <u>887,910</u> |

TOTAL LIABILITIES AND FUND BALANCE

| |
|---------------------|
| <u>\$ 6,470,716</u> |
|---------------------|

POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT
FOR 12 MONTHS ENDING DECEMBER 31, 2025 - PRELIMINARY

| | DEC 2025 YTD | | | | % OF BUDGET | DEC 2024 YTD ACTUAL | % DIFF LAST YR |
|--|---------------------|-------------------------|---------------------|--|----------------|------------------------|-------------------|
| | 2025 BUDGET | ACTUAL - PRELIMINARY | BUDGET REMAINING | | | | |
| REVENUES | | | | | | | |
| PROPERTY TAX | \$ 4,895,756 | \$ 4,826,697 | \$ 69,059 | | 98.59% | \$ 4,524,876 | 6.67% |
| UNALLOCATED PORTION OF TAXES (0 MONTHS) | \$ - | \$ - | \$ - | | 0.00% | \$ - | #DIV/0! |
| ADMISSIONS | \$ 735,000 | \$ 809,685 | \$ (74,685) | | 110.16% | \$ 858,611 | -5.70% |
| CONCESSIONS, GIFT SHOP, VENDING | \$ 806,000 | \$ 878,274 | \$ (72,274) | | 108.97% | \$ 982,870 | -10.64% |
| PARKING FEES | \$ 180,000 | \$ 172,578 | \$ 7,422 | | 95.88% | \$ 189,979 | -9.16% |
| INTERACTIVE SITES | \$ 95,000 | \$ 76,392 | \$ 18,608 | | 80.41% | \$ 97,148 | -21.36% |
| INTEREST INCOME | \$ 40,000 | \$ 84,080 | \$ (44,080) | | 210.20% | \$ 79,084 | 6.32% |
| OTHER REVENUES | \$ (251,978) | \$ 168,332 | \$ (420,310) | | -66.80% | \$ 161,522 | 4.22% |
| TOTAL REVENUES | \$ 6,499,778 | \$ 7,016,039 | \$ (516,261) | | 107.94% | \$ 6,894,091 | 1.77% |
| EXPENDITURES | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| Salaries & Wages - Full Time | \$ 2,134,176 | \$ 2,027,046 | \$ 107,130 | | 94.98% | \$ 1,915,623 | 5.82% |
| Salaries & Wages - Seasonal | \$ 695,284 | \$ 978,616 | \$ (283,332) | | 140.75% | \$ 931,075 | 5.11% |
| Benefits | \$ 1,284,760 | \$ 1,138,934 | \$ 145,826 | | 88.65% | \$ 1,112,478 | 2.38% |
| Total Personnel Services | \$ 4,114,220 | \$ 4,144,596 | \$ (30,376) | | 100.74% | \$ 3,959,175 | 4.68% |
| CONTROLLABLE EXPENDITURES | | | | | | | |
| Supplies | \$ 503,000 | \$ 439,905 | \$ 63,095 | | 87.46% | \$ 488,669 | -9.98% |
| Animal Care | \$ 317,000 | \$ 317,581 | \$ (581) | | 100.18% | \$ 290,555 | 9.30% |
| Purchased Services | \$ 680,000 | \$ 764,426 | \$ (84,426) | | 112.42% | \$ 843,060 | -9.33% |
| Utilities - Telephone | \$ 23,125 | \$ 25,175 | \$ (2,050) | | 108.86% | \$ 22,151 | 13.65% |
| Rentals & Leases | \$ 6,000 | \$ 10,186 | \$ (4,186) | | 169.76% | \$ 5,360 | 90.04% |
| Other Expenses | \$ 140,400 | \$ 127,512 | \$ 12,888 | | 90.82% | \$ 129,792 | -1.76% |
| Total Controllable Expenditures | \$ 1,669,525 | \$ 1,684,785 | \$ (15,260) | | 100.91% | \$ 1,779,588 | -5.33% |
| NON-CONTROLLABLE EXPENDITURES | | | | | | | |
| Utilities | \$ 240,000 | \$ 248,895 | \$ (8,895) | | 103.71% | \$ 256,560 | -2.99% |
| Insurance | \$ 90,000 | \$ 80,824 | \$ 9,176 | | 89.80% | \$ 77,547 | 4.23% |
| IT Support Expense | \$ 385,447 | \$ 217,441 | \$ 168,006 | | 56.41% | \$ 255,540 | -14.91% |
| Other Expenses | \$ 586 | \$ 586 | \$ (0) | | 100.03% | \$ 494 | 18.59% |
| Total Non-Controllable Expenditures | \$ 716,033 | \$ 547,746 | \$ 168,287 | | 76.50% | \$ 590,142 | -7.18% |
| CAPITAL OUTLAY | | | | | | | |
| Capital Improvements | \$ - | \$ 179,870 | \$ (179,870) | | #DIV/0! | \$ 190,637 | -5.65% |
| TOTAL EXPENDITURES | \$ 6,499,778 | \$ 6,556,998 | \$ (57,220) | | 100.88% | \$ 6,519,541 | 0.57% |
| TOTAL CHANGE IN FUND BALANCE | \$ - | \$ 459,041 | | | | \$ 374,549 | |
| FUND BALANCE AS OF 01/01/25 | | | | | | | |
| NON-SPENDABLE | | \$ 237,675 | | | | | |
| UNRESTRICTED | | \$ 393,555 | | | | | |
| | | <u>\$ 631,230</u> | | | | | |
| FUND BALANCE AS OF 12/31/25 | | \$ 1,090,271 | | | | | |
| FUND BALANCE AS OF 12/31/25 | | | | | | | |
| UNSPENDABLE | | \$ 197,758 | | | | | |
| UNRESTRICTED | | \$ 892,513 | | | | | |
| | | <u>\$ 1,090,271</u> | | | | | |

NOTE: The Fund balance beginning balance is based on figures posted in the 2024 Ingham County Audit.

**POTTER PARK ZOO
BALANCE SHEET
AS OF JANUARY 31st, 2026**

ASSETS

| | |
|--|--------------|
| CASH | \$ 2,600,601 |
| DEPOSITORY CASH | 28,920 |
| IMPREST CASH | 8,000 |
| TAXES REC - CURRENT LEVY | 2,806,982 |
| IFT TAX RECEIVABLE | - |
| TAXES REC - DELINQUENT | 36,709 |
| ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES | (18,602) |
| ACCOUNTS REC-OTHER | 80 |
| PROPERTY TAX RECEIVABLE | - |
| INTEREST RECEIVABLE | 4,313 |
| DUE FROM STATE | - |
| DUE FROM OTHER FUNDS | - |
| INVENTORY | 197,758 |
| INVESTMENT YIELD ADJUSTMENT | (18,794) |
| PREPAID EXPENSES | - |

TOTAL ASSETS

| |
|---------------------|
| <u>\$ 5,645,966</u> |
|---------------------|

LIABILITIES

| | |
|-------------------------------------|---------|
| VOUCHERS PAYABLE | 114,850 |
| DUE TO ZOOLOGICAL SOCIETY | 22,746 |
| TAX LEVY LIABILITY | 29,600 |
| SALES TAX PAYABLE | 12,326 |
| REFUND NOW | - |
| REFUND APPLY | - |
| ACCRUED PAYROLL | - |
| ACCOUNTS PAYABLE | 34,524 |
| DEFERRED REVENUE - DELINQUENT TAXES | 22,737 |
| DEFERRED REVENUE - PROPERTY TAXES | - |
| DEF REVENUE -POTTER PARK | 17,801 |

TOTAL LIABILITIES

| |
|----------------|
| <u>254,584</u> |
|----------------|

FUND BALANCE

| | |
|---------------------------|------------------|
| UNSPENDABLE | 197,758 |
| UNRESTRICTED FUND BALANCE | 5,193,624 |
| | <u>5,391,382</u> |

TOTAL LIABILITIES AND FUND BALANCE

| |
|---------------------|
| <u>\$ 5,645,966</u> |
|---------------------|

**POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT
FOR 1 MONTH ENDING JANUARY 31, 2026**

| | JAN 2026 YTD | | | | JAN 2025 YTD ACTUAL | % DIFF LAST YR |
|--|---------------------|-------------------------|---------------------|---------------|------------------------|-------------------|
| | 2026 BUDGET | ACTUAL - PRELIMINARY | BUDGET REMAINING | % OF BUDGET | | |
| REVENUES | | | | | | |
| PROPERTY TAX | \$ 4,954,707 | \$ 4,999,750 | \$ (45,043) | 100.91% | \$ 4,733,041 | 5.64% |
| UNALLOCATED PORTION OF TAXES (1 MONTH) | \$ - | \$ (4,583,104) | \$ - | 0.00% | \$ (4,338,621) | 5.64% |
| ADMISSIONS | \$ 785,000 | \$ 2,280 | \$ 782,721 | 0.29% | \$ 2,476 | -7.92% |
| CONCESSIONS, GIFT SHOP, VENDING | \$ 851,000 | \$ 3,407 | \$ 847,593 | 0.40% | \$ 2,072 | 64.43% |
| PARKING FEES | \$ 180,000 | \$ 198 | \$ 179,802 | 0.11% | \$ 70 | 182.86% |
| INTERACTIVE SITES | \$ 95,000 | \$ - | \$ 95,000 | 0.00% | \$ - | #DIV/0! |
| INTEREST INCOME | \$ 50,000 | \$ 2,645 | \$ 47,355 | 5.29% | \$ 2,268 | 16.59% |
| OTHER REVENUES | \$ (276,750) | \$ 11,454 | \$ (288,204) | -4.14% | \$ 16,986 | -32.57% |
| TOTAL REVENUES | \$ 6,638,957 | \$ 436,628 | \$ 1,619,224 | 6.58% | \$ 418,292 | 4.38% |
| EXPENDITURES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Salaries & Wages - Full Time | \$ 2,192,423 | \$ 132,651 | \$ 2,059,772 | 6.05% | \$ 129,758 | 2.23% |
| Salaries & Wages - Seasonal | \$ 825,284 | \$ 38,412 | \$ 786,872 | 4.65% | \$ 41,790 | -8.08% |
| Benefits | \$ 1,197,705 | \$ 86,752 | \$ 1,110,953 | 7.24% | \$ 86,171 | 0.67% |
| Total Personnel Services | \$ 4,215,412 | \$ 257,815 | \$ 3,957,597 | 6.12% | \$ 257,719 | 0.04% |
| CONTROLLABLE EXPENDITURES | | | | | | |
| Supplies | \$ 520,049 | \$ 10,366 | \$ 509,683 | 1.99% | \$ 6,000 | 72.75% |
| Animal Care | \$ 322,000 | \$ 16,759 | \$ 305,241 | 5.20% | \$ 6,241 | 168.51% |
| Purchased Services | \$ 725,951 | \$ 98,084 | \$ 627,867 | 13.51% | \$ 31,477 | 211.60% |
| Utilities - Telephone | \$ 23,125 | \$ 2,420 | \$ 20,705 | 10.46% | \$ - | #DIV/0! |
| Rentals & Leases | \$ 6,000 | \$ - | \$ 6,000 | 0.00% | \$ - | #DIV/0! |
| Other Expenses | \$ 146,400 | \$ 33,617 | \$ 112,783 | 22.96% | \$ 33,660 | -0.13% |
| Total Controllable Expenditures | \$ 1,743,525 | \$ 161,245 | \$ 1,582,280 | 9.25% | \$ 77,379 | 108.38% |
| NON-CONTROLLABLE EXPENDITURES | | | | | | |
| Utilities | \$ 250,000 | \$ 28,729 | \$ 221,271 | 11.49% | \$ 20,676 | 38.95% |
| Insurance | \$ 90,000 | \$ 56,954 | \$ 33,046 | 63.28% | \$ 56,509 | 0.79% |
| IT Support Expense | \$ 237,345 | \$ 11,115 | \$ 226,230 | 4.68% | \$ 21,116 | -47.36% |
| Other Expenses | \$ 586 | \$ 147 | \$ 439 | 25.01% | \$ 147 | 0.00% |
| Total Non-Controllable Expenditures | \$ 577,931 | \$ 96,945 | \$ 480,986 | 16.77% | \$ 98,448 | -1.53% |
| CAPITAL OUTLAY | | | | | | |
| Capital Improvements | \$ - | \$ - | \$ - | #DIV/0! | \$ - | #DIV/0! |
| TOTAL EXPENDITURES | \$ 6,536,868 | \$ 516,006 | \$ 6,020,862 | 7.89% | \$ 433,546 | 19.02% |
| TOTAL CHANGE IN FUND BALANCE | \$ 102,089 | \$ (79,377) | | | \$ (15,254) | |
| FUND BALANCE AS OF 01/01/26 (preliminary) | | | | | | |
| NON-SPENDABLE | | \$ 197,758 | | | | |
| UNRESTRICTED | | \$ 892,513 | | | | |
| | | <u>\$ 1,090,271</u> | | | | |
| FUND BALANCE AS OF 01/31/26 | | \$ 1,010,894 | | | | |
| FUND BALANCE AS OF 01/31/26 | | | | | | |
| UNSPENDABLE | | \$ 197,758 | | | | |
| UNRESTRICTED | | \$ 813,136 | | | | |
| | | <u>\$ 1,010,894</u> | | | | |

NOTE: The Fund balance beginning balance is based on figures posted in the 2024 Ingham County Audit.

**POTTER PARK ZOO
BALANCE SHEET
AS OF FEBRUARY 28, 2026**

ASSETS

| | |
|--|--------------|
| CASH | \$ 3,491,674 |
| DEPOSITORY CASH | 68,730 |
| IMPREST CASH | 8,000 |
| TAXES REC - CURRENT LEVY | 1,503,858 |
| IFT TAX RECEIVABLE | - |
| TAXES REC - DELINQUENT | 36,709 |
| ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES | (18,602) |
| ACCOUNTS REC-OTHER | 80 |
| PROPERTY TAX RECEIVABLE | - |
| INTEREST RECEIVABLE | 4,313 |
| DUE FROM STATE | - |
| DUE FROM OTHER FUNDS | - |
| INVENTORY | 197,758 |
| INVESTMENT YIELD ADJUSTMENT | (18,794) |
| PREPAID EXPENSES | - |

TOTAL ASSETS

| |
|---------------------|
| <u>\$ 5,273,725</u> |
|---------------------|

LIABILITIES

| | |
|-------------------------------------|---------|
| VOUCHERS PAYABLE | 1,000 |
| DUE TO ZOOLOGICAL SOCIETY | 26,050 |
| TAX LEVY LIABILITY | 29,600 |
| SALES TAX PAYABLE | 12,690 |
| REFUND NOW | - |
| REFUND APPLY | - |
| ACCRUED PAYROLL | - |
| ACCOUNTS PAYABLE | 156,651 |
| DEFERRED REVENUE - DELINQUENT TAXES | 22,737 |
| DEFERRED REVENUE - PROPERTY TAXES | - |
| DEF REVENUE -POTTER PARK | 17,758 |

TOTAL LIABILITIES

| |
|----------------|
| <u>266,486</u> |
|----------------|

FUND BALANCE

| | |
|---------------------------|------------------|
| UNSPENDABLE | 197,758 |
| UNRESTRICTED FUND BALANCE | 4,809,482 |
| | <u>5,007,239</u> |

TOTAL LIABILITIES AND FUND BALANCE

| |
|---------------------|
| <u>\$ 5,273,725</u> |
|---------------------|

**POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT
FOR 1 MONTH ENDING FEBRUARY 28, 2026**

| | FEB 2026 YTD | | | | FEB 2025 YTD ACTUAL | % DIFF LAST YR |
|--|---------------------|-------------------------|---------------------|---------------|------------------------|-------------------|
| | 2026 BUDGET | ACTUAL - PRELIMINARY | BUDGET REMAINING | % OF BUDGET | | |
| REVENUES | | | | | | |
| PROPERTY TAX | \$ 4,954,707 | \$ 4,999,747 | \$ (45,040) | 100.91% | \$ 4,733,071 | 5.63% |
| UNALLOCATED PORTION OF TAXES (1 MONTH) | \$ - | \$ (4,166,456) | \$ - | 0.00% | \$ (3,944,226) | 5.63% |
| ADMISSIONS | \$ 785,000 | \$ 12,993 | \$ 772,007 | 1.66% | \$ 5,543 | 134.40% |
| CONCESSIONS, GIFT SHOP, VENDING | \$ 851,000 | \$ 12,190 | \$ 838,810 | 1.43% | \$ 6,998 | 74.20% |
| PARKING FEES | \$ 180,000 | \$ 358 | \$ 179,642 | 0.20% | \$ 140 | 155.71% |
| INTERACTIVE SITES | \$ 95,000 | \$ - | \$ 95,000 | 0.00% | \$ - | #DIV/0! |
| INTEREST INCOME | \$ 50,000 | \$ 8,067 | \$ 41,933 | 16.13% | \$ 8,743 | -7.74% |
| OTHER REVENUES | \$ (276,750) | \$ 43,009 | \$ (319,759) | -15.54% | \$ 49,711 | -13.48% |
| TOTAL REVENUES | \$ 6,638,957 | \$ 909,907 | \$ 1,562,594 | 13.71% | \$ 859,980 | 5.81% |
| EXPENDITURES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Salaries & Wages - Full Time | \$ 2,192,423 | \$ 294,426 | \$ 1,897,998 | 13.43% | \$ 282,198 | 4.33% |
| Salaries & Wages - Seasonal | \$ 825,284 | \$ 90,448 | \$ 734,836 | 10.96% | \$ 90,503 | -0.06% |
| Benefits | \$ 1,197,705 | \$ 176,055 | \$ 1,021,650 | 14.70% | \$ 173,865 | 1.26% |
| Total Personnel Services | \$ 4,215,412 | \$ 560,929 | \$ 3,654,483 | 13.31% | \$ 546,566 | 2.63% |
| CONTROLLABLE EXPENDITURES | | | | | | |
| Supplies | \$ 520,049 | \$ 21,790 | \$ 498,259 | 4.19% | \$ 25,817 | -15.60% |
| Animal Care | \$ 322,000 | \$ 40,153 | \$ 281,847 | 12.47% | \$ 25,379 | 58.21% |
| Purchased Services | \$ 725,951 | \$ 142,578 | \$ 583,373 | 19.64% | \$ 77,958 | 82.89% |
| Utilities - Telephone | \$ 23,125 | \$ 2,420 | \$ 20,705 | 10.46% | \$ 1,768 | 36.90% |
| Rentals & Leases | \$ 6,000 | \$ - | \$ 6,000 | 0.00% | \$ 2,550 | -100.00% |
| Other Expenses | \$ 146,400 | \$ 41,799 | \$ 104,601 | 28.55% | \$ 37,140 | 12.54% |
| Total Controllable Expenditures | \$ 1,743,525 | \$ 248,739 | \$ 1,494,786 | 14.27% | \$ 170,612 | 45.79% |
| NON-CONTROLLABLE EXPENDITURES | | | | | | |
| Utilities | \$ 250,000 | \$ 61,330 | \$ 188,670 | 24.53% | \$ 21,913 | 179.88% |
| Insurance | \$ 90,000 | \$ 56,954 | \$ 33,046 | 63.28% | \$ 56,509 | 0.79% |
| IT Support Expense | \$ 237,345 | \$ 28,681 | \$ 208,664 | 12.08% | \$ 40,483 | -29.15% |
| Other Expenses | \$ 586 | \$ 147 | \$ 439 | 25.01% | \$ 147 | 0.00% |
| Total Non-Controllable Expenditures | \$ 577,931 | \$ 147,111 | \$ 430,820 | 25.45% | \$ 119,051 | 23.57% |
| CAPITAL OUTLAY | | | | | | |
| Capital Improvements | \$ - | \$ - | \$ - | #DIV/0! | \$ - | #DIV/0! |
| TOTAL EXPENDITURES | \$ 6,536,868 | \$ 956,779 | \$ 5,580,089 | 14.64% | \$ 836,229 | 14.42% |
| TOTAL CHANGE IN FUND BALANCE | \$ 102,089 | \$ (46,872) | | | \$ 23,751 | |
| FUND BALANCE AS OF 01/01/26 (preliminary) | | | | | | |
| NON-SPENDABLE | | \$ 197,758 | | | | |
| UNRESTRICTED | | \$ 892,513 | | | | |
| | | <u>\$ 1,090,271</u> | | | | |
| FUND BALANCE AS OF 01/31/26 | | \$ 1,043,399 | | | | |
| FUND BALANCE AS OF 01/31/26 | | | | | | |
| UNSPENDABLE | | \$ 197,758 | | | | |
| UNRESTRICTED | | \$ 845,641 | | | | |
| | | <u>\$ 1,043,399</u> | | | | |

NOTE: The Fund balance beginning balance is based on figures posted in the 2024 Ingham County Audit.

Ingham County Budget Status Report - Feline & Primate Renovations - Project 31700

Total by Account

| | 2025 REVISED BUDGET Feb-26 | ACTUAL Feb-26 | REMAINING BUDGET | PERCENT OF BUDGET |
|---|----------------------------------|------------------|---------------------|-------------------------|
| REVENUES: | | | | |
| 539000 STATE GRANT REVENUE | 10,000,000.00 | - | (10,000,000.00) | 0.0% |
| Other Revenues | 10,000,000.00 | - | (10,000,000.00) | 0.0% |
| TOTAL REVENUES | 10,000,000.00 | - | (10,000,000.00) | 0.0% |
| EXPENSES: | | | | |
| TOTAL EXPENSES BEFORE CAPITAL OUTLAY | - | - | - | #DIV/0! |
| BALANCE BEFORE CAPITAL OUTLAY | 10,000,000.00 | - | (10,000,000.00) | |
| Capital Outlay | | | | |
| 976000 BUILDING ADDITIONS/IMPROVEMENTS | 10,000,000.00 | - | | 0.0% |
| Leasehold Improvements | 10,000,000.00 | - | - | #DIV/0! |
| TOTAL EXPENSES | 10,000,000.00 | - | - | 0.0% |
| TOTAL CHANGE IN FUND BALANCE | - | - | | |

Ingham County Budget Status Report - Stormwater Infrastructure Improvement - EPA - Project 31800

Total by Account

| | 2025 REVISED BUDGET Feb-26 | ACTUAL Feb-26 | REMAINING BUDGET | PERCENT OF BUDGET |
|--|----------------------------------|------------------|---------------------|-------------------------|
| REVENUES: | | | | |
| 539000 FEDERAL GRANT REVENUE | 959,752.00 | - | (959,752.00) | 0.0% |
| 698020 RESERVED FB USED | 191,950.00 | - | (191,950.00) | 0.0% |
| Other Revenues | 1,151,702.00 | - | (1,151,702.00) | 0.0% |
| TOTAL REVENUES | 1,151,702.00 | - | (1,151,702.00) | 0.0% |
| EXPENSES | | | | |
| 818000 CONTRACTUAL SVCS - PROFESSIONAL | 1,151,702.00 | 255.00 | (1,151,447.00) | 0.0% |
| TOTAL EXPENSES | 1,151,702.00 | 255.00 | 255.00 | 0.0% |
| TOTAL CHANGE IN FUND BALANCE | - | (255.00) | | |



Director's Report March 11, 2026

Staff



We're gearing up for the summer season and are now hiring Seasonal Guest Service Team Members! If you know someone who is passionate about providing great guest experiences and supporting the zoo's mission, please encourage them to apply or share the opportunity.

Customer Service Attendants play a key role as the first (and often last) point of contact for our visitors, supporting areas such as admissions, parking, retail, and food & beverage service. Successful candidates

should be friendly, dependable, and committed to delivering excellent customer service.

Keeper Adrianna recently took part in advanced professional development focused on improving hoof health for our hoofstock residents. The training highlighted best practices for preventive care, real-world case studies, and hands-on learning that supports the long-term well-being of animals like our black rhino, Phineus. This work reflects our ongoing commitment to high standards of animal care and the meaningful ways continuing education helps us evolve and improve.

Sarah Foote is taking an IUCN SCC Conservation Planning Specialist Group course about Facilitating Species Workshops. This opportunity was provided to AZA SSP programs through a grant-funded fee waiver. Through the course, Sarah will learn how to facilitate a 4-day conservation planning workshop. The course length is 7 weeks. Sarah is also now the AZA Turtle SAFE program co-chair.

Maintenance

Ingham County IT is undertaking a new fiber installation project that includes running new fiber to the zoo.

We're excited to share that another sustainability project is complete with the conversion of the Savanna Grill lighting to LED. With this upgrade, the zoo is now approximately 95% converted to LED lighting! This milestone reflects our ongoing commitment to energy

conservation, efficiency, and reducing our overall carbon footprint. Small changes add up to a big impact for the zoo and the environment.

With the winter conditions, the maintenance team has been working diligently to prune and trim trees while the risk of introducing oak wilt is low.

Most recently, the team demoed the existing elk bullpen fencing and replaced it with new.

Public Safety

Firearms training took place February 10 and was conducted by the Ingham County Sherriff's Department. There were 15 staff from the Zoo Emergency response Team that completed the training.

Zoonotic Disease training for all staff will take place on March 17, taught by Dr. Ronan Eustace.

A severe weather drill and one other drill will take place in March including participation in a state-wide severe weather drill on March 18.

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Events

The Events Department has been working on and is excited for a year of new events! January-April is our time to evaluate events from the previous year, to make adjustments and improvements as well as work on new ideas for the upcoming events season. This year, we have been working on creating and launching two new events to Potter Park Zoo as a way to engage with new guests and offer new experiences!

Zoo Clues

Dates: May 21 and June 25.

Time: 5:00pm-8:00pm.

"Zoo Clues is a 21+ after-hours, escape-room–style adventure where clues and puzzles guide you through Potter Park Zoo. Solve challenges, uncover animal facts and conservation stories, and explore the zoo after hours as the entire space becomes the game—making Zoo Clues a clever, immersive, adults-only night out."

This event will also feature a new and exclusive Conservation Stations about arctic foxes and raven for guests to interact with and learn about their skills.

Crafting for Conservation

Event Date: August 15th, 2026

Event Time: 10:00 A.M. - 4:00 P.M.

This event will be included with standard admission. "Crafting for Conservation, a vibrant celebration of creativity, community, and the natural world. This one-of-a-kind event brings together Lansing-area artists, makers, and local organizations for an interactive showcase set among the animals you love. Explore local artists, featuring original artwork and talents, discover community programs, and experience hands-on creative activities designed for all ages.

This event will also feature a new and exclusive conservation station about the importance of animal enrichment!

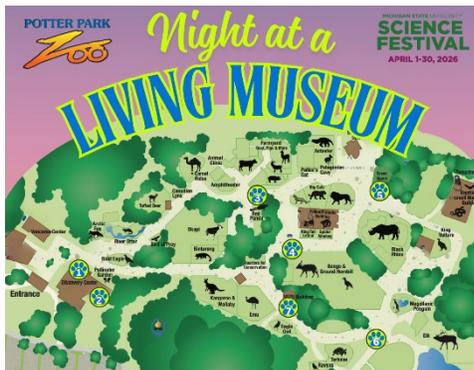
Conservation Engagement

Zookambi registration is open.

Salmon Release Day, April 29, is fully booked with eight schools bringing approximately 350 students and several hundred salmon as well as a free rotation for our homeschool families. Students will release their salmon then rotate through salmon and river themed educational activities. Michigan Waterway Stewards, MI DNR, and MSU’s Fish and Wildlife Club will be assisting with the event. Board members are welcome to attend anytime between 8:30 and 1:30.



We are just about a month away from our first education event – Night at a Living Museum on April 10. This is a free, after hours event from 5-8pm which is part of MSU’s month-long Science Festival.



Activities

- 1 Vet Med Simulation
- 2 Pollinator Garden Craft
- 3 Story Scavenger Hunt
- 4 Skulls & Lemur Learning
- 5 Reptile Patterns
- 6 Owl Pellet Dissection
- 7 Animal Diets

Upcoming Events

- APRIL 18: PARTY FOR THE PLANET
- APRIL 24: ARBOR DAY
- MAY 21: ZOO CLUES
- MAY 24: WORLD TURTLE DAY
- JUNE 25: ZOO CLUES
- JUNE 26: TWILIGHT ADVENTURES
- JULY 7-8: ZOO DAYS
- JULY 10: TWILIGHT ADVENTURES
- JULY 12: WORLD SNAKE DAY
- JULY 23: ZOO NIGHTS



Scan the QR code to see all of our events and follow our socials for more ways to enjoy Potter Park Zoo!

Community Outreach

Wild Wanderers starts April 1 from 8-9AM.

The February FALCONERS had 64 participants. The next FALCONERS is Saturday, March 14, 10 a.m. - 1 p.m. It is our last morning event until the winter! Yay, spring is around the corner!



As co-chair of the AZA Diversity Committee's Professional Development Subcommittee, Mariah Martinez is leading the planning and implementation of this year's webinar series. On March 11, she moderated the first session, which focused on communication in relation to DEAI within zoos and aquariums.

In the month of February, we had over 150 guests visit with a Zoo in Your Neighborhood zoo pass. This was a great turnout compared to last year. With warmer temperatures approaching we hope to see an increase in March!

Event Department DEAI Accomplishments:

In 2025, Boo at the Zoo was our biggest accomplishment in Equity and Inclusion.

What was implemented:

New ticket pricing. We adjusted ticket pricing for activity tickets and wristbands to make them more affordable for families and to provide more opportunities to create ticket bundles, along with clearer communication about the activities involved.

New Activities. We adjusted the activities offered to be more inclusive and accessible to guests of all abilities. Activities offered included a blacklight room, obstacle course, hayride, skee ball, 6 Sports-2 minutes, darts and tic tac toe.

Zoo maps for Boo at the Zoo also included sensory symbols for loud and crowded areas.

Other than the obstacle course, all of these activities were ADA accessible and able to be enjoyed by guests of different ages and abilities, compared to previous years.

All Public Events:

Every public event that had a POS system included an ASL communication chart at every location to help guests and volunteers/staff working to provide a better guest experience.

All Private Events:

Events Staff (Jenna and Interns) are trained in how to rent wheelchairs to guests who might need one for any after-hours events.

Private events catering menu now highlights all gluten free and vegan options that are available through catering to accommodate dietary needs.

Membership

During the month of February, we were 6,613 members strong, representing 3,507 households.

Volunteers

In February, 77 volunteers shared 643 hours of their talent and time with the zoo.

Animal Care

The female otter is not pregnant.

Two miniature donkeys arrived. We held a zoo wide naming contest.

Exhibit renovations are in progress on the tegu and pine snake exhibits. Both will result in a more natural habitats.

We are working on getting in a new female cotton top tamarin to breed with our male.

Tree shrews are leaving this month in anticipation of the building renovations.

Vik the tiger was euthanized on Sunday, March 9, 2026.

Guest Services

Annual inventory for the AniMALL was completed in early January. This year we are better stocked entering March as we took early shipments and leveraged terms to beat price increases and increased tariff fees. The cost of goods continues to be a moving target with very little advance notice to pricing shifts.

2026 AniMALL transaction count and total sales numbers are up compared to first 2 months of 2025. 2025 saw 255 individual transactions totaling \$7,481 in sales during Jan/Feb combined. 2026 has had 528 individual transactions totaling \$13,499 in retail sales. This is trending in the right direction but still behind 2024 numbers, (639 transactions -\$17,715 retail sales).

Bookmark donations are also on the rise and very slightly exceeding 2024 numbers. 2024 (342), 2025 (81), 2026 (369). All bookmark donations are added directly to the conservation fund.

Jon Lawrence attended the new Great Lakes Regional Gift Show in Kalamazoo where a few new vendors were established to provide new and creative items for the AniMALL. This show had an educational component of two 90-minute sessions on training retail workers, engaging guests, and demonstrating sales through a common vision.

We were successful in working with a new vendor to bring in a new Blanding's turtle clip plush to the AniMALL just in time for the school groups. This helps reinforce the zoos education and conservation efforts surrounding this species of special concern.

We are looking to bring a revamped menu selection to the Savanna Grill in 2026 replacing some items with new fresh ideas, and still keeping the favorites our zoo guests love to enjoy.

Hiring underway for summer staff team. With a high rate of retention from last year there is still need to put together a great team. Watch for some new employees as we are currently scheduling orientations and start dates. Applications are abundant over some previous years which is always a good sign we can put together a great seasonal staff workforce.

We are nearing the completion of the contract process for a five-year contract extension with RecTrac, LLC for our POS and recreation management software. The Zoo & Ingham County Parks Dept. together, will be moving from the current self-hosted (Ingham IT) environment to a hosted environment with this contract extension. Combined with a switch in our payment processing provider, we expect a more secure and reliable software environment. The growth in bad actors utilizing AI bots to attack web commerce is an unfortunate circumstance that has greatly limited our software and our service delivery during 2025.

Cardpointe/FiServe monies are slowly being reclaimed. We received a late February refund of \$27,065 in terminal lease monthly fees that had been deducted erroneously over several years from our processing provider. Ongoing effort continues to recoup fees charged from the AI bot attacks during the 2025 season as possible.

The Pepsi contract renewal has recently been fully executed and work with PepsiCo to replace vending machines and other equipment is being scheduled.

Communications

Social Media Followers:

- Facebook: 81.6k
- Instagram: 33.9k
- X: 10.2k
- TikTok: 2.1k
- Youtube: 1.2k

Billboards are finalized and locations are selected for the Summer 2026 campaign.

The “Winter is Wild at Potter Park Zoo” digital ad on Facebook and Instagram to encourage winter visitation in February. The campaign ran for 24 days with a \$166 total spend, reaching 35,323 people and generating 69,334 impressions. It drove 627 landing page views, along with 870 total link clicks. The campaign also generated 197 additional clicks to the zoo’s membership page through a membership call-to-action included in the ad copy. Based on these results, we are exploring additional spring and summer digital advertising to maintain momentum throughout the year.

The first draft of the annual report is complete. Currently making second round of edits before sharing the document with our designer.

A social media engagement campaign was launched inviting the community to guess when Emmett, our bull elk, will shed his antlers. The winner will receive a Level 2 Animal Adoption, which includes a plush, adoption certificate, and photo of Emmett. This initiative is designed to generate excitement during the slower season, encourage zoo visits to see Emmett's antlers before they drop, provide educational content about elk behavior, and increase online engagement.

The Animal Bracket Challenge will go live at the end of March. Community members will vote tournament-style to determine Potter Park Zoo's fan-favorite animal. Voting begins with the "Sweet 16" round and will take place across our social media channels. Make sure you vote for your favorite animal!

Fundraising

Join Potter Park Zoo's Guardian Society to be a part of helping the animals thrive. With cumulative annual gifts of \$365 or more—given in a way that works best for you—Guardian Society members provide the support that powers exceptional animal care and unforgettable learning experiences. Each giving circle level comes with fun, exclusive perks designed to bring you closer to the Zoo you love.

This year's Valentine's Adopt an Animal campaign saw 30 adoptions, raising over \$2,000 for the program. This was a major increase from last year's eight adoptions and \$625 raised. With a coordinated mix of social media, email outreach, and paid promotion, the campaign drove significant traffic to the Adopt an Animal page and generated strong community engagement.

Top adopted animals included penguins, red pandas, and otters, with additional interest in the tortoise, cavies, and the Puerto Rican crested toad.

Michigan Arts & Culture Council 2026 Funding Plan was announced and PPZ was awarded the following:

Mission Support - total ask was \$44,180, actual award was \$34,001

- Operational Support ask was \$25,000, awarded \$20,000
- Facility Improvement ask was \$19,180, awarded \$14,001. We submitted our request for a small patient ventilator, an electrical surgical unit, and additional laparoscopic instruments, for the vet hospital.

FY 27 CDS Request - Potter Park Revitalization

Funding Need

At more than 100 years old, the Potter Park aging infrastructure is in critical need of restoration and revitalization. An investment in this historical community asset will ensure it is here for years to come as well as resolving many safety concerns caused by aging facilities. This project would involve exciting changes to the park that will bring in many new visitors and create a safe recreational area for all community members.

Community Need

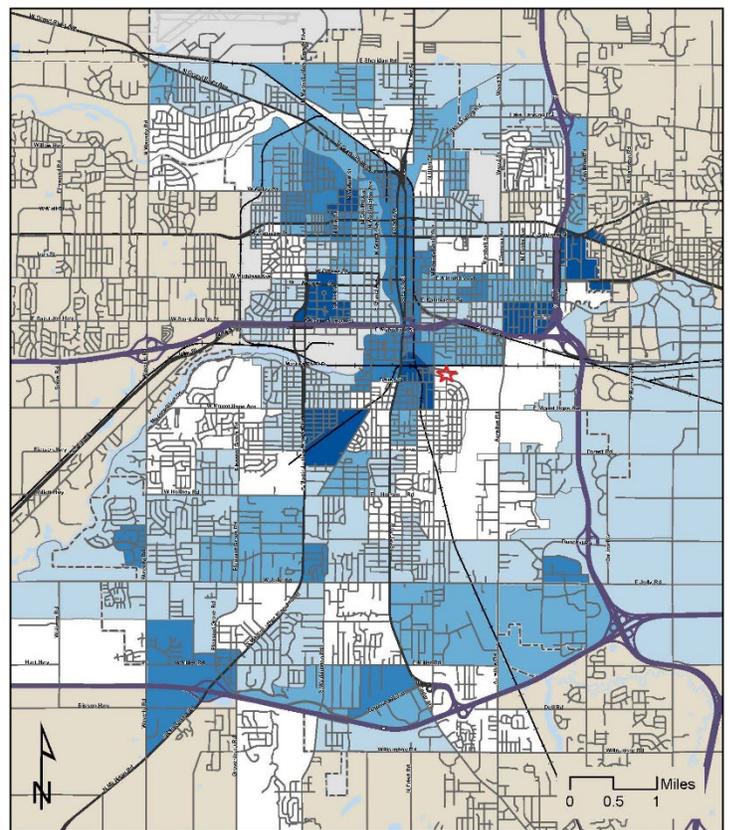
Potter Park is a major thoroughfare for river trail users in the greater Lansing community as it connects Michigan State University and south Lansing to downtown Lansing. The restrooms, playground and pathways are used daily by community members utilizing the river trail for recreation and moving between Lansing area destinations.

The park including pavilion event spaces are used frequently by community members including school groups and non-profits to gather and hold community events. As Potter Park is centrally located in Lansing, it is a wonderful meeting location for individuals throughout Lansing whether they bike, walk, drive or utilize public transportation to the park.

Community Benefit

The neighborhoods north and west of Potter Park are all above 51 percent low-medium income individuals as defined by the U.S. Department of Housing and Urban Development. Many of these neighborhoods are within walking distance of the park. In addition, the park is located along the CATA transportation line with a bus stop just south of the park entrance making it a highly accessible recreation location for Lansing residents.

The zoo is a significant economic presence in the greater Lansing area. Improvements to



City of Lansing CDBG Eligible Areas FY 2024

0% - 50%
51% - 70%
71% - 80%
81% - 90%
91% - 100%

★ Potter Park

Created by: A. Skelton, I1 GIS
Date: 10 August 2023
Source: HUD, State of Michigan, City of Lansing
www.ci.lansing.mi.us

facilities will increase usage by the community and provide the resources to support increased use.

- More than 215,000 guests visited the park and zoo in 2024 with an estimated 70 percent of those being local.
- Annual zoo operational spending and visitor purchases outside of the zoo directly support and sustain 119 jobs each year.
- In addition to these direct jobs, the indirect and induced purchases made by households and businesses as part of this spending are expected to support another 56 jobs.
- From a broader economic perspective, this analysis estimates that zoo operational spending generates over \$13.2 million to the regional gross product each year.
- In total, the zoo contributes to over \$23.1 million in total economic output to the area through its operational spending.

Project Description

The proposed project is listed below. This could be scaled back depending on the amount of funding allocated.

Potter Park Revitalization Project - \$3,250,000 (Grant Request = \$2,600,000, Zoo Match = \$550,000, City of Lansing Match = \$100,000)

Potter Park Historic Pavilion Restoration – \$1.5 Million

The historic pavilion, located in Potter Park and built in 1921, needs significant restoration. This enclosed pavilion is the largest community event space in the park as well as the maintenance shop for the zoo. River trail and park recreational users utilize the public restrooms located in this pavilion year-round. Renovations are critical for the pavilion to remain a community asset for years to come. Funds would be used to correct structural failures in the foundation, stairs and floor as well as improve the accessible public restrooms.

New Playground in Potter Park – \$800,000

The current playground in Potter Park is in a state of severe decline. A renovation project would include ensuring the playground is a safe recreation destination for the community and is able to be used by children of all ages and abilities.

New Walking Paths in Potter Park – \$550,000

A safe walking path connecting the Tiger Den pavilion and playground to the river trail needs to be created as one does not currently exist. The current walking path between public bathrooms is in disrepair and needs to be replaced.

Pavilion Renovations - \$400,000

The two small pavilions located near the playground and adjacent to the river trail are used regularly by community members including school groups and local non-profits for events and recreation. These pavilions need replacement as the structures are in disrepair.