

MACOMB COUNTY ZOO AUTHORITY
MINUTES
August 21, 2018

At a meeting of the Macomb County Zoo Authority held on Tuesday, August 21, 2018 at 9:30 a.m. in the Macomb County Administration building, OCE Media Room, 8th Floor, Mount Clemens, the following members were present:

Elizabeth Green
Tom Kalkofen
Grace Shore (via phone conference)

Members Absent:

Matt Ahearn
Diana Rascano

Others Present:

Paul Good, Community and Government Relations Manager, Detroit Zoological Society
Pamela Lavers, Deputy County Executive, Office of the County Executive
Steve Bodnar, Plante Moran
Daniel Hart, Plant Moran
Victoria Marchione, Executive Secretary, Office of the County Executive

There being quorum of the Authority present the meeting was called to order at 9:35 a.m.

ADOPTION OF AGENDA

Motion by Ms. Shore, supported by Mr.Kalkofen. No additions or corrections.

MOTION CARRIED

APPROVAL OF MINUTES – MARCH 13, 2018

Motion by Ms. Shore, supported by Mr. Kalkofen.

MOTION CARRIED

PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL Y/E NOVEMBER 30, 2019

Motion to open public hearing at 9:36 a.m. by Mr. Kalkofen, supported by Ms. Shore.

MOTION CARRIED

No members of the public present to comment. Closed public hearing at 9:37 a.m. Motion by Mr. Kalkofen, supported by Ms. Shore. **MOTION CARRIED**

ADOPTION OF PROPOSED BUDGET RESOLUTION 2018-1

Comment from members that after budget was adopted, members were advised that the cost of the audit was increasing by \$500. There is nothing in the budget to accommodate legal notices at this time. It was suggested that an amendment be made before forwarding it to increase contract services to \$2500 and add a line item for advertising with an additional \$500. This will be recommended to the board. Motion for approval by Ms. Shore, supported by Ms. Green. **MOTION CARRIED**

AUTHORIZATION TO SIGN L-4029

L-4029 was signed by Ms. Elizabeth Green, Secretary. Due to the absence of Matt Ahearn, Chair, the form will be forwarded for signature. Motion to authorize signatures made by Ms. Shore, supported by Mr. Kalkofen. **MOTION CARRIED**

AUTHORIZATION TO APPROVE LEGAL NEWS INVOICE FOR PUBLIC NOTIFICATION SERVICES

Suggestion was made to research another publication to post the legal notices. Pam Lavers will speak with our corporation council. Motion to approve by Ms. Shore, supported by Ms. Green. **Motion Carried**

PRESENTATION BY PLANTE MORAN OF ANNUAL AUDIT REPORT – Y/E NOVEMBER 30, 2017

Audited financial statements and end of audit communication letter provided and reviewed. Independent auditors report stated that the Authority received a clean audit, which is the highest level of assurance you can get. During the course of the audit, internal controls are considered. If they identify any sort of adjustments needed, they are required to record as a deficiency. It is considered an “accounting adjustment” and does not affect cash flow in any way. Should the Authority advise finance in writing of the deficiency and that it needs to be corrected? Plante Moran suggests that would be the best practice and will provide language on this issue to forward to finance. Mr. Kalkofen discovered references to the Art authority instead of Zoo Authority in the financial documentation. This will be corrected. Motion to receive (with corrections made and drafting of letter) by Ms. Green, supported by Ms. Shore. **MOTION CARRIED**

PRESENTATION BY THE DETROIT ZOOLOGICAL SOCIETY – MR. PAUL GOOD

A few challenges this year, wet spring, hot summer has affected attendance. Attendance is running a little low. This technically sets the tone for the year. Benchmarking done on other zoo locations in the Midwest indicate the same issue.

Each year, comp tickets are given away focusing on the underserved community. The zoo is working with established organizations that have relationships with these underserved communities. Tickets will be given to United Way and several learning centers, two of which are in Macomb County. An outreach program has been extended to approximately 11 of the larger temporary shelters, 4 in Macomb County. A new grant has been awarded for these

programs, similar to the Day at the Zoo. Transportation, meal, and education is involved. It is called "Family Fun Night" and is run after hours to maintain the privacy of this client base. Six – seven of these shelters have participated.

New this year, in cooperation with Macomb Community Action, an outreach program was established with Headstart. Two facilities gave access to their students. The zoo provided education on animal welfare, activities and each student received a stuffed animal.

Many projects still in process. Scheduled maintenance on the Arctic Ring of Life should be complete soon. Expansion of the Panda Exhibit will be complete late November. The Tiger Habitat has run into issues and will not be complete until 2019. The Salamander and Reptile House is complete and a Buddy's pizza will be added to concessions.

A meeting was held with Mike DeVault and Ron Kagan. During an ISD meeting, Ron gave a presentation on the Great Lakes Nature Center and invited superintendents to participate and discuss needs. Planning additional meeting regarding the nature center. It appears there will be a very strong connection with the education community in Macomb County. A manager for the facility will be hired. Location not yet determined.

OTHER BUSINESS

Ms. Green questioned the expiration of membership commissions. The membership terms expire December 31, 2018. Applications will be sent to each member.

PUBLIC PARTICIPATION

No public participation

ADJOURNMENT

Motion to adjourn at 10:13 a.m. by Ms. Shore, supported by Ms. Green. **MOTION CARRIED**

Next meeting scheduled for March 12, 2019 @ 9:30 a.m. in the OCE Media Room