

NIABI ZOO OVERSIGHT COMMITTEE AGENDA -- 02/23/16 at 5:00 PM
13010 Niabi Zoo Road, Coal Valley, IL – Administrative Building, Education Room



Call to Order & Roll Call:

Public Comment:

Consent Agenda**:

Old Business:

- Approval of open session and closed session Minutes from the February 16, 2016 meeting
- Presentation by Mindfire on preparations for opening day
- Approval of Code of Conduct for Oversight Committee Members*

New Business:

- Update from Mr. Biddle & Ms. Grace of Schultz & Williams*
- Visit to other PPP zoos
- Update from Interim Zoo Director
- Discussion and decision on Project Matrix*
- Update from Niabi Zoological Society

Adjourn

The next meeting of the Oversight Committee will be March 08, 2016 at 5:00 PM
at 13010 Niabi Zoo Road, Coal Valley, IL – Administrative Building, Education Room

* items are in members packets

**All items under the consent agenda are considered routine and will be approved by one motion. There will be no separate discussions of these items unless a Committee Member so requests. In this case, that item will be moved from the Consent Agenda to New Business to be considered.

Niabi Zoo Oversight Committee

Code of Conduct/Overview of Roles & Responsibilities

Code of Conduct

- The Forest Preserve Commission is ultimately responsible (both individually and as a body) to the citizens of Rock Island County for the effective operation of Niabi Zoo. The development of this Code of Conduct/Overview of Roles & Responsibilities is designed to ensure effective and efficient advisement and oversight of Niabi Zoo.
- Oversight Committee members shall recognize that stewardship of the public interest in Niabi Zoo must be the primary concern, members of the Niabi Zoo Oversight Committee will work for the common good of Niabi Zoo and the people of the Rock Island County Forest Preserve District. Members will ensure fair and equal treatment of all persons that are involved in the management and operation of Niabi Zoo, including vendors
- The Oversight Committee members shall participate in all Open Meetings Act and Freedom of Information Act training required by the State of Illinois.
- The professional and personal conduct of members must be above reproach and must avoid even the appearance of impropriety. Members shall not use their position on the Oversight Committee to obtain special favors for personal gain nor shall they use their position to influence a decision in which they have a personal financial or familiar interest. Public service is public trust.
- With regard to District employees, Oversight Committee members shall not:
 - Become involved in hiring process or decisions for any District position except the Niabi Zoo Director.
 - Become involved in union collective bargaining agreement negotiations.
 - Become involved in matters involving employee discipline.
- Direct, order or otherwise attempt to influence the work of a District employee (other than inquiries that can be answered routinely and without research). Zoo staff work under the direction of the Zoo Director. Committee members shall refrain from verbal attacks or abusive conduct towards other Committee members, members of the zoo staff, or the public.
- Committee members shall respect the confidential nature of District/Niabi Zoo information and shall not disclose confidential information to unauthorized personnel.

Roles & Responsibilities of the Oversight Committee

Although the Oversight Committee is governed by the Forest Preserve Commission resolution that was adopted in November 2015, we have summarized the primary roles and responsibilities of the Oversight Committee below:

Primary Roles & Responsibilities of the Oversight Committee

- Oversight of Niabi Zoo through the transition process.
- Create an organizational and business plan for the operations and management of the Niabi Zoo under one management entity:
 - Develop and regularly update a six-month work plan to move Niabi Zoo forward under a new PPP structure.
 - Identify the ~~real~~ annual operating costs+for Niabi Zoo under a new PPP structure.
- Provide guidance to the Niabi Zoological Society in strengthening its Board and its primary core functions. Work with Schultz & William as they advise and support the Oversight Committee in recruiting and hiring a new Zoo Director/CEO.
- Review and access the Zoo's facility plans for 2016 and then 2017 . 2020 via a facility concept plan and review:
 - S&W can identify professional zoo planning firms to facilitate this process in a timely basis with the staff managing and guiding the development of the new facility concept plan.
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Niabi Zoo
Prioritized Project List
February 2016

Rank	Project	Description	Location	Timeline	Budget	Criteria Rating
High	Playground	New "off-the-shelf" play structures	Current Empty Exhibit or adjacent to main path	2 - 3 months	\$100,000	1, 3
High	Train Tunnel Support	Safety issue of supports	Tunnel	Phased	\$50,000	2, 4
High	Perimeter Fence	8' with 24" inches in ground	Around the entire ~40 ac	Now	\$50K -100k /Annually	2
High	Cat House:Phase 1	Mesh Structure	Interior Holding Area	3 - 4 months	\$200,000	1, 2, 5
High	Empty Exhibits	Temporary Animals	Old Elephant Area???	< 2 months	\$40,000	1,3,4
Mid	Holding Barns: Petting Animals & Hay	Support/Pre-Fab	\$50,000/each	Phase-in	\$50k - \$100K	2, 5
Mid	Cat House:Phase 2	Mesh Structure	Exterior Holding	< 2 months	\$50,000	1, 2, 5
Mid	Temporary Restrooms	Trailers? With hook-ups	Adjacent to/Near Entry	<1 month	???	1, 2,
Mid	Eagle Exhibit	Replacement Mesh & Post	Existing Location	< 2 months	\$90,000	1,2,
Mid	Colobus Exhibit	Shade structure	At Exhibit	< 2 months	\$20,000	1
Low	Gibbon Exhibit	Shade structure	At Exhibit	< 2 months	\$20,000	1
Low	Zebra Exhibit: Phase 1	Separate Holding	Separate holding	3 - 4 months	\$250,000	1,2,3
Equipment & Vehicles						
High	Replacement Keeper Gators	Need 6 - 10 gators	Eliminate Repair expenses	Phased-in	~50,000	1
High	X-ray Equipment	Portable: Look to maximize	Reduce current expenses	Now	\$75,000	1,2,5
High	Hay Elevator	Could be used; savings	Time savings; safety	Now	\$1,000	2
Mid	Replacement Vehicles	Develop a replacement plan	Beyond 2016	Phased-in	~50000	1
Criteria						
1	Immediate Impact on Animal and/or Guest Experience					
2	Safety of the Animal, Employee and/or Visitor					
3	Potential Funding from Partner(s): Non-Society					
4	Revenue Generation					
5	Accreditation Issue					

- Current structure a liability; easy fix
- Could impact \$\$\$ if shut down
- Significant \$\$\$ in phases
- Safety issue; installed
- Outsourced camel or pony rides?
- High Operational Need
- Secondary priority if \$\$\$
- High visitor satisfaction
- Could be a priority in '17
- Secondary priority if \$\$\$
- Secondary priority but if \$\$\$
- Lower priority; fund in '17
- Seek support from J Deere
- Different strategy on funding; \$\$\$ with deduction?
- Better value if used
- Wait until 2017**