



Minnesota State Zoological Board.
Zoo-Related Organizations Files.

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MZGF

January 21, 1988

Mr. Malcolm McDonald
21 East Oaks Road
North Oaks, MN 55110

RE: Legislative Liaison

Dear Mr. McDonald:

As you know, the Minnesota Zoological Board is interested in retaining a consultant to serve as a legislative liaison between the Board and the Minnesota Legislature. We believe such a person would enable us to do a better job of providing complete and accurate information about the Zoo to the Legislature and enhance our relationship with that body.

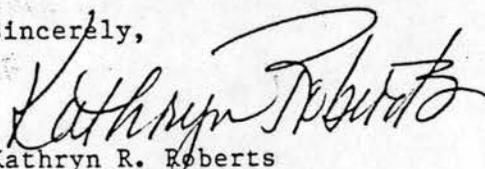
We are respectfully requesting the assistance of the Minnesota Zoological Foundation in helping us accomplish this objective. Specifically, we would appreciate the Foundation's funding of the cost of our proposed legislative liaison. We do not as yet have all the details determined concerning the cost, but we expect that it would be approximately \$15,000 for calendar year 1988. Under our proposal, the consultant would be retained by the Board, which would enter into a contract with him, but the cost of this service would be paid by the Foundation through the Board.

It is our understanding the Foundation is a tax exempt charitable organization under Section 501(c) (3) of the Internal Revenue Code. Therefore, we have asked our legal counsel to determine whether our proposal would create any risks for the Foundation's tax status. We have been informed that, as long as certain procedures are followed, there would be no risks of that kind. You have already been given a copy of our counsel's December 21, 1987 opinion memorandum concerning this topic, however, I am enclosing an additional copy with this letter for your convenience.

Since the 1988 legislative session is scheduled to begin shortly, we would like to conclude our agreement with the consultant as soon as possible. Therefore, we would appreciate a favorable response from the Foundation to our proposal in the near future. If you or any other representative of the Foundation would like additional information concerning our plan, please do not hesitate to contact me.

Thank you for your consideration and assistance.

Sincerely,



Kathryn R. Roberts
General Director
Minnesota Zoological Garden

KRR:taj

Encl.





*sent to Nate
Co Donna L.*
Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

October 6, 1987

Ms. Kathryn Roberts
Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Ms. Roberts:

On September 30, 1987, we received the time sheet for the month September for Dr. Terry Kreeger.

Please be advised that Dr. Kreeger was issued check number 2571 on October 5, 1987, in the amount of \$2,000, from the Captive Breeding Fund, for services rendered.

If you have questions regarding this payment, please refer to the grant number captioned above.

Sincerely yours,

Paul A. Verret
Secretary/Treasurer

PAV:mp

August 26, 1987

Mr. Malcolm McDonald
21 East Oak Road
North Oaks, Minnesota 55110

Dear Malcolm,

As we discussed last week, I have put together an outline of the process used for the development of new exhibits here at the Zoo. This procedure remains essentially the same for any exhibit although time and expense are the variable factors.

Assuming that we have selected the species to exhibit and have spent some time discussing possible locations, etc., the following steps would be followed:

***CONCEPT PLANNING**

Fine-tune exhibit concept
Establish exhibit goals and objectives
Develop preliminary concepts for graphics, landscaping,
integration with other exhibits, etc.

***EXHIBIT DESIGN**

Develop first-phase sketches to refine concept
Prepare diagrams and drawings for the exhibit
Prepare exhibit budget
Prepare and approve final exhibit plans and budget

***CONSTRUCTION**

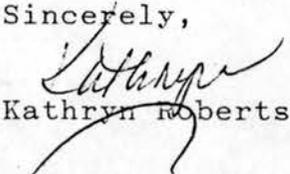
Award construction bid
Begin construction of exhibit
Landscape exhibit
Introduce animals to exhibit to modify and complete
animal management protocol

***OPEN EXHIBIT**

Obviously, this is a very general outline of the process. Many more steps are actually taken to arrive at the Grand Opening day.

If you have any questions, please call.

Sincerely,


Kathryn Roberts



Malcolm -

We didn't say anything
specifically about the
Rohr money - but we
would use the \$10,000
for planning & design -

let me know if you
need more.

KM Roberts



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

January 20, 1987

Dr. Kathryn Roberts
General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Dr. Roberts:

On January 14, 1987, the Minnesota Zoological Garden requested payment of \$10,000 to ISIS - c/o Minnesota Zoological Garden for general operating expenses. In accordance with this request, Grant Number 1-87 in the amount of \$10,000 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
1-87	ISIS - Minnesota Zoological Garden	General operating	\$10,000	ISIS	1/14/87

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Paul A. Verret
Secretary-Treasurer

PAV:nl
Encl.

mzla

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

**FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960**

2549

**PAY
TO THE
ORDER OF**

ISIS c/o Minnesota Zoological
Garden

DATE

CONTROL NO.

AMOUNT

1/19/1987 2549

\$10,000.00***

Paul O. Hunt





Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

December 1, 1986

Dr. Kathryn Roberts
General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Dr. Roberts:

On November 20, 1986, the Minnesota Zoological Garden requested payment of \$3,264, to P.C. Solutions. In accordance with this request, Grant Number 10-86 in the amount of \$3,264 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
10-86	P.C. Solutions	Purchase of computer equipment	\$3,264	ISIS

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Paul A. Verret
Secretary-Treasurer

PAV:nl
Encl.

mzla

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2541

PAY
TO THE
ORDER OF

DATE

CONTROL NO.

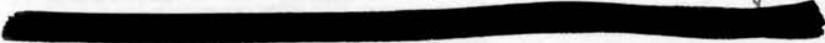
AMOUNT

PC Solutions
6950 France Ave. So.
Minneapolis, MN

12/1/86

2541

\$3,264.00***



Paul A. Kuntz

Ginny Bender



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

MZGF Fund Ref

August 15, 1986

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

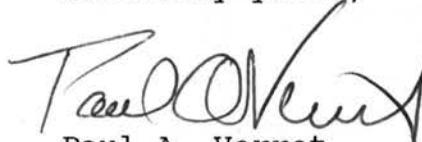
Dear Mr. Iserman:

On August 5, 1986, the Minnesota Zoological Garden requested payment of \$50,000, to the Minnesota Zoological Garden. In accordance with this request, Grant Number 6-86 in the amount of \$50,000 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
6-86	Minnesota Zoological Garden Foundation	Construction of Wolf & Caribou exhibit	\$50,000	Wolf & Caribou

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,


Paul A. Verret
Secretary

PAV:nl
Encl.

59

mzla

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

**FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/980**

2528

**PAY
TO THE
ORDER OF**

DATE

CONTROL NO.

AMOUNT

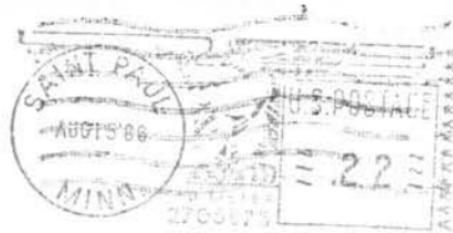
The Minnesota Zoological Garden 8/11/1986 2528 \$50,000.00***

Paul Overmyer
James H. [unclear]



the Saint Paul Foundation

1120 Norwest Center Saint Paul, Minnesota 55101



Stephen A. Tserman
Acting Director
Minneosta Zoological Garden
Apple Valley, MN 55124



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

MZGF Reg
for funds

September 17, 1986

Ms. Kathryn R. Roberts
Acting General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

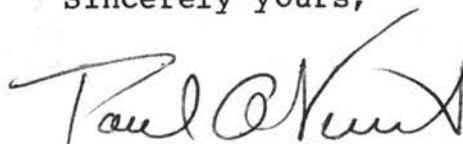
Dear Ms. Roberts:

On September 11, 1986, the Minnesota Zoological Garden requested payment of \$94,000. In accordance with this request, Grant Number 8-86 in the amount of \$94,000 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
8-86	Minnesota Zoological Garden Foundation	Construction of Wolf & Caribou exhibit	\$94,000	Wolf & Caribou

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,


Paul A. Verret
Secretary

PAV:ks
Encl.

mzla

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2536

PAY
TO THE
ORDER OF

Minnesota Zoological Garden

DATE

9/17/86

CONTROL NO.

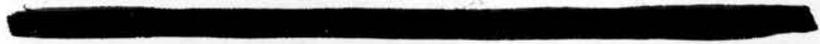
2536

AMOUNT

\$94,000.00***

John S. Hart

Paul O. Newell



MZGF Reg Fund

September 11, 1986

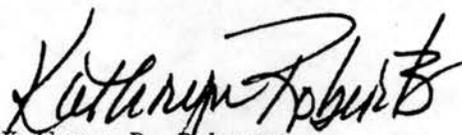
Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, MN 55101

Dear Mr. Verret:

I request the transfer of the remaining balance, \$94,000, from the Minnesota Zoological Garden Foundation's restricted fund for wolf and caribou exhibits. The check should be made payable to the Minnesota Zoological Garden.

I request that payment be made prior to September 22, 1986. If you have questions, or need further information, please call.

Sincerely,


Kathryn R. Roberts
Acting General Director

KRR:gdb



Request for Funds

August 5, 1986

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, MN 55101

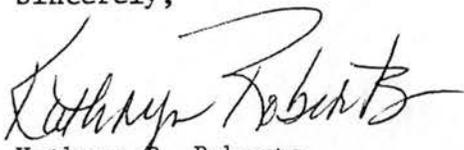
Dear Mr. Verret:

I request the transfer of \$50,000.00 from Minnesota Zoological Garden Foundation restricted funds for wolf and caribou exhibits. The check should be made payable to the Minnesota Zoological Garden. These funds will cover anticipated construction costs for the month of August.

Our records show that the total available after this \$50,000 draw is \$94,000 based on the attached contributions. We estimate that the balance in the account will be requested on or about September 15, 1986.

If you have questions about this request, please call.

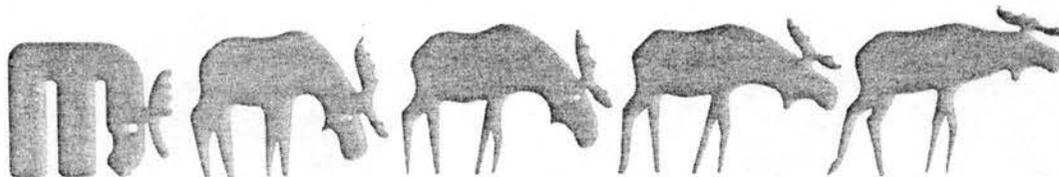
Sincerely,



Kathryn R. Roberts
Acting General Director

KRR:gdb

Attachment



WOLF AND CARIBOU EXHIBITS

CONTRIBUTIONS DEPOSITED WITH THE MINNESOTA ZOOLOGICAL GARDEN FOUNDATIONS

6/20/85	Gamble Skogmo Foundation	\$ 10,000	
8/02/85	Cowles Media Company	50,000	
8/30/85	F. R. Bigelow Foundation	10,000	
9/27/85	David R. Fesler	5,000	
9/27/85	The Saint Paul Foundation (Bend Fund)	10,000	
9/27/85	The Mardage Foundation	5,000	
7/25/86	Cowles Media Company	50,000	
?	First Bank St. Paul	<u>4,000</u>	PLEASE SEE ATTACHED
		\$144,000	
	less \$50,000 draw 8/86	<u>50,000</u>	
		\$ 94,000	

John D. Taylor
Senior Vice President
Public Affairs
612 228-6667

1/ BK - J. Taylor
This \$4,000 is not
included in MZGF
list of contributions.
in annual reports.

June 14, 1985

Mr. Paul A. Verret
Secretary
Minnesota Zoological Garden
Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

Dear Paul:

Thank you for your note of June 11, on behalf of
the Minnesota Zoological Garden Foundation, and
request for a grant toward their campaign to
raise \$225,000.

As I indicated to you on the telephone, First
Bank Saint Paul will make a contribution of
\$4,000 toward this important effort.

Mary Ida Thomson, who handles our contributions
program, is currently out of the country. As
soon as she returns, in early July, I will have
her process your request. The Minnesota Zoo-
logical Garden Foundation can expect payment
of the grant in late 1985.

Cordially,

John D. Taylor

JDT:rlg
cc: Stephen A. Iserman
General Director

**First Bank
Saint Paul**
Member First Bank System

The First National Bank of Saint Paul



International Species Inventory System

MZG F Funds



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

A Program of the American Association
of Zoological Parks and Aquariums

18 July 1986

Mr. Paul A. Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, MN 55101

Dear Mr. Verret:

I would like to request that two checks be drawn from the funds held on ISIS' behalf by the St. Paul Foundation. One in the amount of \$8,290.00 should be made payable to I.O.S. (International Office Systems, Inc., 1325 East 79th Street, Bloomington, MN 55420). Please send the check to the attention of Mr. Jay Anders. This is for a Canon copy machine.

The other is a "transfer" of ISIS fee funds erroneously sent to you from the Chicago Zoological Society. Please make this check payable to ISIS-Minnesota Zoological Garden and should be deposited into our regular State AID account.

Thank you.

Sincerely,

Kim Hastings
ISIS Office Manager

cc: Ginny Bender, MZG
Allison Huiras, MZG Finance
Jay Anders, IOS

MZ6F
Reg for funds

STATE OF MINNESOTA

OFFICE MEMORANDUM

DEPARTMENT: MINNESOTA ZOOLOGICAL GARDEN
Finance

TO : Nate Flessness

DATE: July 8, 1986

FROM : Dick Buske *DCB*

PHONE: Ext 303

SUBJECT: St. Paul Foundation ISIS Funds

Kathryn referred your memorandum of June 30, 1986 regarding procedures for requesting foundation funds to me. We have decided that effective immediately you should request the funds specified for the ISIS program directly from the St. Paul Foundation and provide a copy of the correspondence to Ginny for our records of foundation transactions.

Should you have any questions, please call.

J

cc Kathryn Roberts
✓Ginny Bender

Enc.

April 4, 1986

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, MN 55101

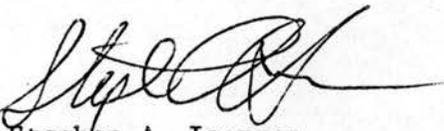
Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation restricted funds under the ISIS category as soon as possible.

<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
PC-Solutions 6950 France Ave. So. Minneapolis	\$3,088.00	COMPAQ Portable microcomputer w/20 MB hard disk, 640K RAM, Epson FX-85 printer, cable for use during Int'l Tiger Symposium.

Documentation for this request is attached.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachment

Chris -
Thanks
for your
help!!





ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

4 April 1986

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, MZG General Director

FM: Nate Flesness, ISIS

Nate Flesness

RE: Foundation Account

I'd like to request that a check be drawn on ISIS' Foundation funds as quickly as possible. The check, in the amount \$3088, should be payable to:

PC-Solutions
6950 France Av. S.

This is for a COMPAQ Portable Plus microcomputer, with 20 Megabyte hard disk, 640K RAM, Epson FX-85 printer, and connecting cable.

The hurry is because the machine will be used in several ways during the upcoming tiger conference.

Thanks for your help with the rush.



Minnesota Zoological Garden Foundation

1120 Northwestern National Bank Building
Saint Paul, Minnesota 55101

(612) 224-5463

April 10, 1986

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On April 4, 1986, the Minnesota Zoological Garden requested payment of \$3,088, to PC-Solutions. In accordance with this request, Grant Number 4-86 in the amount of \$3,088 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
6-86	PC-Solutions	COMPAQ Portable microcomputer w/20 MB hard disk, 640K RAM, Epson FX-85 printer, cable for use during Int'l Tiger Symposium	3,088	ISIS

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Paul A. Verret
Secretary

PAV:nl
Encl.

mzla

Ginny Bender

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MZOG Files

February 26, 1986

Paul Verret, Secretary-Treasurer
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, MN 55101

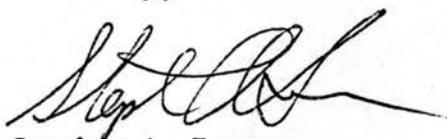
Dear Mr. Verret:

Please make the following payments from the Minnesota Zoological Garden Foundation's restricted funds under the ISIS account.

<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
PROTO-PC, Inc.	\$692.66	2 AST 6-PAK boards with 384 RAM memory, plus one PC-XT power supply
PC-Solutions	\$4,599.00	COMPAQ 286 Portable with 20 Meg hard disk, 640 K RAM, 1.2 Meg. floppy drive.

Please send the checks directly to the Zoo for forwarding to the above-named payees. Documentation for this request is attached for your files.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb





ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

24 February 1986

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman

FM: Nate Flesness *Nate Flesness*

RE: Request for funds from St. Paul Foundation Account

I wish to request that two checks be drawn on our account at the St. Paul Foundation. The checks should be sent to the ISIS office. They are for further computer equipment purchases.

The first should be for \$692.66, and payable to:

PROTO-PC, Inc.
2439 Franklin Av.S.
St. Paul, MN

This is for 2 AST 6-PAK boards wwith 384 RAM memory, plus one PC-XT power supply.

The second should be for \$4599.00, and payable to:

PC-Solutions
6950 France Av. S.
Mpls., MN

This is for a COMPAQ 286 Portable with 20 Meg hard disk, 640 K RAM, 1.2 Meg. floppy drive.

MZGF Reg.

January 30, 1986

Mr. Paul A. Verret
Secretary-Treasurer
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, MN 55101

Dear Mr. Verret:

Please make the following payment from the Minnesota Zoological Garden Foundation account restricted for ISIS.

<u>Payee</u>	<u>Amount</u>	<u>Fund</u>
ISIS - Minnesota Zoological Garden	\$7,000.00	ISIS

Attached is the request from Nate Flesness, ISIS Project Manager, which explains that this payment is to be used to cover salaries payable in February and is necessary because of cash flow problems.

If you have any questions on this request, please contact me.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

cc: Dick Buske, MZG Finance



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

30 January 1986

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, General Director

FM: Nate Flesness, ISIS

Nate Flesness

RE: ISIS account at the St. Paul Foundation

I wish to request that a check in the amount of \$7,000 be drawn on the ISIS account at the St. Paul Foundation. The check should be made payable to:

ISIS - Minnesota Zoological Garden

It will be deposited into our regular operating account (AID 591610). It will be used to meet some ISIS salary obligations during February, a time of low cash balance.

cc: Dick Buske, Finance



Minnesota Zoological Garden Foundation

1120 Northwestern National Bank Building
Saint Paul, Minnesota 55101

(612) 224-5463

mzof funds

December 23, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

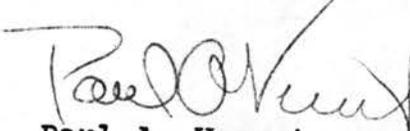
Dear Mr. Iserman:

On December 16, 1985, the Minnesota Zoological Garden requested payment of \$75, to Roland Johnson. In accordance with this request, Grant Number 21-85 in the amount of \$75 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
21-85	Roland Johnson	Stipend for vet tech intern	75	Society Intern

Since this grant is for payment of an invoice, please report that the fund has been used for the approved purpose.

Sincerely yours,


Paul A. Verret
Secretary

PAV:nl
Encl.

mzla

Bender

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**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2516

PAY
TO THE
ORDER OF

Roland Johnson

DATE

12/23/1985

CONTROL NO.

2516

AMOUNT

\$75.00***





Ginny Bender

MZGF 3)
2

December 16, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, MN 55101

Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation restricted funds under the designated category.

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
Roland Johnston	\$75.00	Society-Interns

The above payment represents final payment of three monthly stipend amounts for service as a veterinary tech intern. The payment amount is \$75.00 rather than \$100 since Mr. Johnston left one week early.

Please send the check to the Minnesota Zoo for forwarding to Mr. Johnston.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Enc.

cc: Allison Huiras



AUTHORIZATION AND INVOICE
FOR CONTRACT, CONSULTANT,
OR MEDICAL SERVICES

Contract # _____
Invoice # _____

VENDOR: Please provide the services listed below. To bill, enter the date services were provided, your invoice number (if you wish payment referenced to your accounting system), and the amounts billed in the "Services Provided" column; show billing name and address; sign; date; retain your copy; and return to the address below.

VENDOR

Roland Johnston
Vendor Name
5237 France Ave So.
Address
Mpls. MN 55410
City, State, Zip Code

MINNESOTA ZOOLOGICAL GARDEN
12101 Johnny Cake Ridge Road
Apple Valley, MN, 55124

PART I: TO BE COMPLETED BY VENDOR, CONTRACTOR, OR CONSULTANT (Complete this section specifying services provided.)

Date	Services Provided	Amount Due
<u>12/1 - 12/10</u>	<u>Vet tech intern at MZG</u>	<u>75.00 75.00</u>
	<u>left 1 week early JRL</u>	

PART II: TO BE COMPLETED BY AGENCY
Division Approval
"The above services were satisfactorily rendered and payment is recommended for the amount of ~~75.00~~ 75.00
Approved by [Signature]

TOTAL AMOUNT DUE \$110.00

Make Payment to: Roland Johnston
Show Complete Address 5237 France Ave S
Mpls, MN 55410

Soc. Sec. # or Tax Identification # 472-62-5166

"I certify that all goods and services have been furnished and that I have provided all information asked for on this form to the best of my knowledge."

[Signature]
Vendor Signature

TRAN	VENDOR NUMBER		TYPE
INVOICE NUMBER		ORGANIZATION	
SED. NO.	SUFF	Dept. P.O./F.O. No.	OBJECT
AMOUNT OF INVOICE		DATE	SUB ACT TASK
SUB TASK	CUST/CLIENT CODE		FED REV
I hereby certify that the goods or materials covered by this claim have been inspected and received or the services have been performed, and are in accordance with specifications, and are in proper form, kind, amount, and quality, and payment is therefore recommended.			
SYSTEM ASSIGN REF. NO.		DEPT. AUTH. SIGNATURE	

M26F

December 3, 1985

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

Dear Mr. Verret:

This letter is to report to the Minnesota Zoological Garden Foundation that the following grant funds (received after May 1985) have been used for the approved purpose.

Grant #	Grantee	Amount	Fund
12-85	Garnatz & Grovender, Inc.	\$1,750.00	ISIS
13-85	Garnatz & Grovender, Inc.	\$980.00	ISIS
14-85	Chicago Zoological Society	\$2,500.00	ISIS
15-85	Ingrid Schmidt	\$100.00	ISIS
16-85	Roland Johnston	\$100.00	Society-Interns
17-85	Minnesota Zoological Garden (Minnesota Trail well)	\$3,936.00	Emergency Equipment
18-85	Minnesota Zoological Garden (Northern Trail fencing)	\$10,249.14	Northern Trail
19-85	Torps Music Center	\$1,042.00	Society-Audio Equipment

I believe this list brings us up to date on our reporting requirements. If you have additional needs, please let me know.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb



MZGF 3 121

Minnesota Zoological Garden Apple Valley, MN 55124 612 432-9010 Cable MZOO

November 27, 1985

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

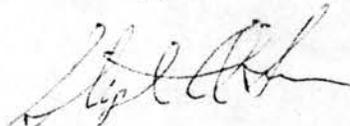
Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation's funds under the designated category:

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
Roland Johnston (second payment of three)	\$100.00	Society - Interns

Mr. Johnston has completed his second month's service as a Vet Tech Intern. Documentation for this request is attached. Please send the check to the Minnesota Zoo for forwarding to the payee.

Sincerely,

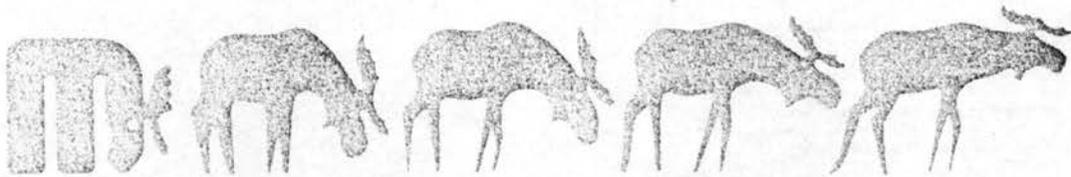


Stephen A. Iserman
General Director

SAI:gdb

Enclosure

cc: Allison Huiras



AUTHORIZATION AND INVOICE
FOR CONTRACT, CONSULTANT,
OR MEDICAL SERVICES

Contract # _____
Invoice # _____

VENDOR: Please provide the services listed below. To bill, enter the date services were provided, your invoice number (if you wish payment referenced to your accounting system), and the amounts billed in the "Services Provided" column; show billing name and address; sign; date; retain your copy; and return to the address below.

VENDOR

Roland Johnston
Vendor Name
5237 France Ave So.
Address
Mpls. MN. 55410
City, State, Zip Code

MINNESOTA ZOOLOGICAL GARDEN
12101 Johnny Cake Ridge Road
Apple Valley, MN, 55124

PART I: TO BE COMPLETED BY VENDOR, CONTRACTOR, OR CONSULTANT (Complete this section specifying services provided.)

Date	Services Provided	Amount Due
<u>11-1-85 to</u>	<u>Vet tech intern \$100/month</u>	<u>\$100.00</u>
<u>11-30-85</u>		

PART II: TO BE COMPLETED BY AGENCY
Division Approval
"The above services were satisfactorily rendered and payment is recommended for the amount of 100.00"
Approved by [Signature]

TOTAL AMOUNT DUE \$100.00

Make Payment to: _____
Show Complete Address _____

Soc. Sec. # or Tax Identification # 472-62-5166

"I certify that all goods and services have been furnished and that I have provided all information asked for on this form to the best of my knowledge."

[Signature]
Vendor Signature

TRAN	VENDOR NUMBER		TYPE
INVOICE NUMBER		ORGANIZATION	
SEQ. NO.	SUFF	Dept. P.O./F.O. No.	OBJECT
AMOUNT OF INVOICE		DATE	SUB ACT TASK
SUB TASK	COST/CLIENT CODE		FED REV
I hereby certify that the goods or materials covered by this claim have been inspected and received or the services have been performed, and are in accordance with specifications, and are in proper form, kind, amount, and quality, and payment is therefore recommended.			
SYSTEM ASSIGN REF. NO.		DEPT. AUTH. SIGNATURE	



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

November 22, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

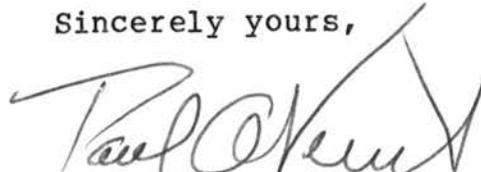
Dear Mr. Iserman:

On October 31, 1985, the Minnesota Zoological Garden requested payment of \$100, to Minnesota Zoological Garden. In accordance with this request, Grant Number 16-85 in the amount of \$100 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
16-85	Roland Johnston	Payment for Vet Tech Intern	\$100	Society- Intern

Since this grant is for a payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,



Paul A. Verret
Secretary

PAV:nl
Encl.

mzla



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

November 22, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

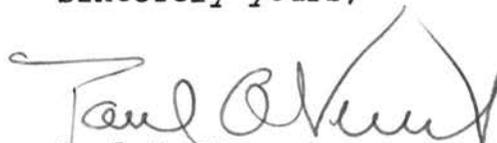
Dear Mr. Iserman:

On November 5, 1985, the Minnesota Zoological Garden requested payments of \$3,936, to Minnesota Zoological Garden and \$10,249.14 to Minnesota Zoological Garden. In accordance with this request, Grant Numbers 17-85 in the amount of \$3,936 and 18-85 in the amount of \$10,249.14 have been approved for the following requested purposes:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
17-85	Minnesota Zoological Garden	Construction of well for Minnesota Trail aquaria	3,936	Emerg. Equip. Fund
18-85	Minnesota Zoological Garden	Northern Trail exhibit fencing	10249.14	Northern Trail Fund

Since these grants are for payments of invoices, please report that the funds have been used for the approved purposes.

Sincerely yours,


Paul A. Verret
Secretary

PAV:nl
Encl.



Minnesota Zoological Garden Foundation

1120 Northwestern National Bank Building
Saint Paul, Minnesota 55101

(612) 224-5463

November 26, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On November 14, 1985, the Minnesota Zoological Garden requested payment of \$1,042, to Torps Music Center. In accordance with this request, Grant Number 19-85 in the amount of \$1,042 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
19-85	Torps Music Center	Purchase of audio synthesizer equipment	\$1,042	Society-Audio Equipment Fund

Since this grant is for a payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Paul A. Verret
Secretary

PAV:nl
Encl.

mzla

November 12, 1985

Mr. Paul Verret
Executive Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

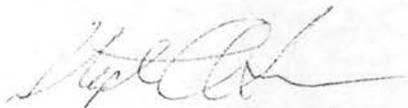
Please make the following payment from the Minnesota Zoological Garden Foundation's restricted funds under the designated category:

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
Torps Music Center	\$1,042.00	Society - Audio Equipment (balance in Audio fund)

The above check will enable the zoo to purchase audio synthesizer equipment to be used in producing in-house education videos, PSAs, and slide shows. Currently, staff must go off-site to use others' equipment.

A quote for the equipment is attached for documentation. If you have any questions, please call.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachment

cc: Allison Huiras
Don Strand



November 5, 1985

Mr. Paul Verret, Executive Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

Dear Mr. Verret:

The Minnesota Zoo has recently completed two projects for which I am requesting reimbursement from Minnesota Zoological Garden Foundation restricted funds. Please make the following payments under the designated categories.

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
16-95 Minnesota Zoological Garden for construction of a well for Minn. Trail aquaria	\$ 3,936.00	Emergency Equipment Fund
18-85 Minnesota Zoological Garden for Northern Trail exhibit fencing	\$10,249.14	Northern Trail Fund

The Minnesota well project payment of \$3,936.00 represents the balance in the Emergency Equipment fund. The project, totaling \$11,092, was approved by the Zoo Board in January 1984.

The \$10,249.14 payment is for the purchase and installation of fencing on the Northern Trail for the Horse/Camel and Bison/Wapiti exhibits. This project, with a total cost of \$14,961.00, was approved by the Zoo Board in March 1984. The requested payment of \$10,249.14 is to supplement the balance of \$4,711.86 remaining in MZGF Grant 3-84 which has been applied to this project (see separate letter of this date).

If you have any questions about or need further documentation for these payments, please call.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb



November 5, 1985

Mr. Paul Verret, Executive Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

Dear Mr. Verret:

On May 4, 1984 the Minnesota Zoological Garden Foundation approved Grant Number 3-84 in the amount of \$153,500 to the Minnesota Zoological Garden for development of the Northern Trek.

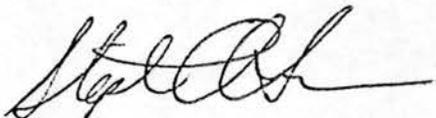
In order to fulfill the terms of the grant agreement, I am providing written verification by this letter that the grant has been expended for the purpose of Northern Trek development as detailed below.

<u>Project</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Tiger Pier	\$120,000.00	\$117,872.74	\$ 2,127.26
Shade Benches	\$ 21,000.00	\$ 18,800.61	\$ 2,199.39
Main Lake fencing/landscaping	\$ 7,700.00	\$ 8,323.53	(\$ 623.53)
Exhibit viewing	\$ 4,800.00	\$ 3,791.26	\$ 1,008.74
	<u> </u>	<u> </u>	<u> </u>
Total	\$153,500.00 =====	\$148,788.14 =====	\$ 4,711.86* =====

The projects above are complete. The balance remaining of \$4,711.86 has been applied to another Zoo Board approved project for the Northern Trail, fencing for the horse/camel and bison/wapiti exhibits. (See separate letter of this date explaining the fencing project.)

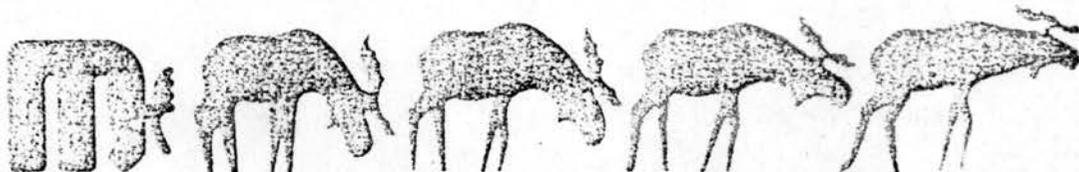
If you have any questions on the use of this grant, please telephone me.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb



November 5, 1985

Mr. Paul Verret, Executive Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

*my file
not sent
to MZGF*

Dear Mr. Verret:

The Minnesota Zoo has recently completed two projects for which I am requesting reimbursement from Minnesota Zoological Garden Foundation restricted funds. Please make the following payments under the designated categories.

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
Minnesota Zoological Garden for Minnesota Well project	\$ 3,936.00	Emergency Equipment Fund
Minnesota Zoological Garden for Northern Trail exhibit fencing	\$10,249.14	Northern Trail Fund

The Minnesota well project payment of \$3,936.00 represents the balance in the Emergency Equipment fund. The project was approved by the Zoo Board in January 1984 (see attached copy of the minutes of that meeting). ~~A copy of the construction contract for the well, totaling \$11,092, is also attached as documentation for this request.~~

The \$10,249.14 payment is for the purchase and installation of fencing on the Northern Trail for the Horse/Camel and Bison/Wapiti exhibits. I have attached copies of March 1984 board meeting minutes approving this project, ~~as well as a copy of the construction contract for this project, totaling \$14,961.00.~~ The requested payment of \$10,249.14 is to supplement the balance of \$4,711.86 remaining in MZGF Grant 3-84 which has been applied to this project (see separate letter of this date).

If you have any questions about these payments, please call.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachments



DEPARTMENT MZG

Office Memorandum

TO: Ginny Bender

DATE: 11/1/85

FROM: Allison Huiras 

PHONE: x240

SUBJECT: Requests for Foundation Funds

Please request two (2) checks from the Foundation made payable to the Minn. Zoo for the following:

-\$3,936.00 for the purchase and installation of a well on the Minnesota Trail per board approval. This is to come out of the Emergency Equipment Fund which will have a balance of 0 after this request. Attached is a copy of the Zoo's contract with Thein Well Co.

-\$14,961.00 for the purchase and installation of fencing on the Northern Trek for the Bison/Wapiti Horse/Camel project. This is to come out of the Northern Trek Fund which will have a balance of \$15,951.00 after this request. Attached is a copy of the Zoo's contract with Midwest Fencing.

If you have any questions, please call. Thanks.

cc: Dick Buske

**STATE OF MINNESOTA
MINNESOTA ZOOLOGICAL GARDEN
PROJECT MANAGEMENT DEPARTMENT**

CONSTRUCTION CONTRACT

CONTRACT BID NO. 86-001-263

CONTRACT NO. 77-900-09715

To Be Completed by State

Original (A44) Prior Year Encumbrance or Encumbrance Increase (A46)

Trn. No.	Account I.D.	Organization	F.Y.	Requisition No.	Vendor Number	Type	Terms	Source	S. Act	Task	S. Task
A40	590331	77-900	6	09715	029469000	V					

Cost, Job or Client Code	Amount	Suffix	Object
	11,092.00	///	// SEND

TYPE OF TRANSACTION

A44 A46

1078-617
Date Number

Entered by _____

Date and Parties

THIS AGREEMENT, made this 7th day of October 19 85

by and between the State of Minnesota, herein called the State, and _____
THEIN WELL CO., INC.

a corporation organized and existing under the laws of the State of Minnesota

~~an individual trading as~~ _____
located at Clara City, MN, herein called the Contractor,

WITNESSETH THAT, WHEREAS: The State, acting by and through its Commissioner of Administration, has duly advertised for bids for the project described as follows:

Provide all labor, materials and equipment required to install one (1) well, pump, pressure tank and controls with associated plumbing including the specified alternate at the Minnesota Exhibit.

located at the MINNESOTA ZOOLOGICAL GARDEN, Apple Valley, Dakota County, Minnesota,
for the Department of MINNESOTA ZOOLOGICAL BOARD and,

Special Conditions

WHEREAS, The Contractor has on the 20th day of September, 19 85 submitted a signed bid to construct said project in consideration of the payment of the sum set forth therein, which sum amount to a total estimated contract price of Eleven Thousand Ninety-two and 00/100 Dollars \$ 11,092.00, a copy of which bid, and work to be done to construct said project, are hereto attached, marked Exhibits A and B respectively, and made a part thereof, and

Prices and Work

NOW, THEREFORE, the Contractor, in consideration of the payment of the price and compensation set forth in said bid, agrees to furnish, except as may be otherwise provided herein, all labor, services, means of construction, and material required for, and to construct, install, complete, and finish said project in the most workmanlike and substantial manner, to the satisfaction in every

respect of the Architect or other designated representative of the State, within the time herein specified, all in accordance with the terms of this contract and the plans, specifications, and special provisions therefor, including all addenda, pertaining to said project, on file at the time said bid was opened in the Project Management Office of the Minnesota Zoological Garden, and hereby made a part of this contract as though fully set forth herein.

Time of Completion

The Contractor shall commence work upon receipt of "Notice to

Proceed"

shall proceed with diligence, and complete said project within 60 calendar days of "Notice to Proceed".

Time is of the essence of this contract.

State Income Tax Withholding

It is distinctly understood and agreed that no final settlement under this contract shall be had until the contractor has made a satisfactory showing that he has complied with the provisions of M.S.A. 290.92 requiring the withholding of income tax on wages at source. It is further understood and agreed that a certificate executed by the Commissioner of Revenue shall satisfy this agreement.

Signatures Required

This contract shall become binding when approved for content by the Minnesota Zoo Project Management Department, signed in behalf of the State by the General Director (or approved representative) of the Minnesota Zoological Garden, signed for form and execution by the Attorney General, and countersigned by the Department of Finance who shall certify hereon that the appropriation and allotment have been encumbered for the full amount of the contract liability herein.

Execution

IN WITNESS WHEREOF the State has caused this contract to be signed by its duly authorized officers and the contractor has hereunto set his hand and seal.

Approved as to form and execution

21 day of Oct 1985

ATTORNEY GENERAL, State of Minnesota

By [Signature] Sp. Ass. Atty. Gen. Title

has been encumbered for the obligation hereof against the previous unencumbered balance of the proper appropriation and allotment.

(Date) 1985 DEPARTMENT OF FINANCE Original Signed by OCT 28 1985 By JAN HOFFER

STATE OF MINNESOTA MINNESOTA ZOOLOGICAL GARDEN

By [Signature] Title

APPROVED PROJECT MANAGEMENT

By [Signature] Project manager Title

CONTRACTOR

THEIN WELL CO., INC.

Name of Company By [Signature] Title

By [Signature] Title

NOTE: IF THE CONTRACTOR IS A CORPORATION, THIS SHOULD BE SIGNED BY AT LEAST TWO EXECUTIVE OFFICERS, ONE BEING THE PRESIDENT AND THE SECRETARY OR VICE PRESIDENT AND SECRETARY, AND THE CORPORATE SEAL ATTACHED. IF THE CONTRACTOR IS A COPARTNERSHIP, THIS SHOULD BE SIGNED BY ALL MEMBERS OF THE COPARTNERSHIP

MINUTES OF MEETING OF
MINNESOTA STATE ZOOLOGICAL BOARD
January 19, 1984
Minnesota Zoological Garden

The Minnesota Zoological Board met on Thursday, January 19, 1984 in the third floor conference room at the Minnesota Zoological Garden.

Members Present: Jane Cooper, Patricia Davies, Stephen Doyle, Peter Jordan, Jack Jorgensen, Jr., Harveydale Maruska, Hazel Reinhardt, James W. Kennedy.
Members Absent: H. Goldenberg, T. Hengesteg, J. Stimson, J. Weaver.

Staff Present: Steve Iserman, Jim Rognlie, Dave Bender, John Lewis, Ron Tilson, Doug Rickabaugh, Ginny Davies, Secretary.

All written material presented at this meeting has been presented to each Board member, a copy is on file in the office of the Board, and by reference made a part of these minutes.

Chairman Patricia Davies called the meeting to order at 9:00 a.m. at which time the board visited the whale viewing area and the renovated Touch & Feel ZooLab.

Minutes of Meeting

Chairman Davies, noting that no regular business had been conducted at the November and December special meetings of the Board, called for review of the minutes of the October 20, 1983 Board meeting. There being no corrections or additions, the minutes were approved as submitted.

Financial Report

P. Davies, stating that the quarterly financial report received in this month's packet appeared to be standard with the exception of the increase in gift store sales, asked for questions. S. Iserman pointed out that Minnesota Zoo Goer, which had had 4,531 members at the end of December, had reached 4,872 as of today. D. Bender added that a level of 5,000 was probable by the end of January. Since there were no questions on the financial report, it was accepted as mailed.

Division Updates

P. Davies asked for questions on the update report. There being none, the report was accepted as mailed.

Special Summer Animal Exhibit

P. Davies asked S. Iserman to report on the special summer animal exhibit. S. Iserman advised that the purpose of the temporary exhibit was to create a sense of urgency in planning a visit to the zoo. He added that staff had considered a variety of animals, primarily white tigers and koalas, which have been used for temporary exhibits at other zoos. Since neither of those species were available for the summer of 1984, J. Lewis had suggested wallabies, a member of the kangaroo family.

J. Lewis explained that a dealer in Florida has agreed to sell and buy back a group of red-necked wallabies, including six females, two albino males, and possibly young since it is probable that the females will be pregnant. The four foot tall miniature kangaroos will be exhibited on Northern Trail, probably in a section of the pronghorn exhibit or, less likely, the musk ox exhibit. Responding to S. Doyle's concern, J. Lewis stated that the animals would be kept close to the pathway to provide good viewing; he added that having eight animals instead of two would also improve the viewing experience.

Responding to P. Davies' question on funding, S. Iserman advised that the net cost to the zoo will be \$6,500 with a guaranteed dealer buy-back. He added that IDQ's \$10-15,000 contribution towards the promotion need not be used exclusively for advertising and will defray this temporary exhibit's cost.

S. Doyle questioned whether any joint ventures with local companies who have ties with Australia were possible. D. Bender responded that staff would investigate that possibility. He added that it is likely that Republic will provide transportation since they were willing to fly the koalas. S. Iserman advised that staff would update the board next month.

International Dairy Queen

P. Davies reported that IDQ management has been cooperative. She reported that they had discussed the catering problem with large picnics at the last ZIB (Zoo/IDQ Bilateral) committee meeting; and they seemed willing to discuss the size of groups they would cater and which groups they would allow to make other arrangements since they understood that the zoo was not anxious to be the testing ground for their developing a large catering business.

Research Scientist Position

J. Lewis introduced Ron Tilson, former research scientist at Oklahoma Zoo, now curator of research at the zoo. He added that R. Tilson had experience in solving some of the problems this zoo is now facing, such as the need to solicit outside researchers while maintaining control to be sure the research benefits the Minnesota Zoo.

P. Jordan added that R. Tilson is interested in establishing ties with the University of Minnesota; to begin that relationship, Dr. Tilson will present a seminar on the spotted hyena in the afternoon of February 1 at the University. Dr. Jordan stated that he would have notices about the seminar mailed to all board members.

Legislative/Executive Update

S. Iserman advised that he had been notified that the Governor had accepted the recommendation from the Department of Finance to not include the wolf and caribou exhibits in the Governor's capital funding budget. However, the legislative analysts in both the House and Senate have been encouraging about the possibility of including the zoo's request since there is interest in the project, particularly in the House. Thus, although not included in the Governor's budget, the project will be introduced by the House.

S. Iserman reported that a request for funding of the fuel and utilities shortfall had been submitted to the legislature. He added that the zoo had

never been adequately funded for utilities; for the year ended last June 30, fuel and utility billings totalled \$1.2 million yet funding for the current fiscal year was set at \$884,000. The request asks for an additional \$348,000 for this year, based on an estimated annual bill of \$1.25 million. S. Iserman added that he does not anticipate problems with the request, although the energy retrofit project complicates the situation. He explained that the energy project, which projected \$185,000 in annual energy savings, has been delayed due to the contractor's bankruptcy; he added that the savings are expected to be more in the area of operational efficiency and wear and tear on equipment.

S. Iserman also advised that he had been working with the House legislative analyst, Beth Lehman, to clarify gift store appropriation language since the way it is currently written ties inventory levels into the profit calculation, which would result in nothing for the zoo this year. He added that B. Lehman feels the chances are good for having the language rewritten to benefit the zoo.

S. Iserman advised that staff had visited the wolf exhibit at the Science Museum to see whether any part of the collection could be used at the zoo when the exhibit is sold in two years. He stated that a few of the graphics appeared appropriate to the zoo's needs; however, most of the exhibit was geared towards indoor, climate-controlled environment and special lighting and would not, therefore, be practical for the zoo. P. Davies stated that someone interested in helping both the Science Museum and zoo may be willing to buy some parts of the exhibit from SMM and then donate it to the zoo.

S. Iserman also reported that the Department of Finance had informed state departments that funding for salary dollars required to meet union settlements would not be funded for FY1985; thus the zoo will need to absorb 2% of salaries (about \$75,000) next year. S. Iserman advised that the plan for absorbing that amount would be presented to the Board when next year's budget is formulated.

Wolf/Caribou Exhibits

P. Jordan reported that he had reviewed the site and budget, based on previous planning, for the wolf and caribou exhibits. He advised that the exhibits as planned would fill a vital stretch of open space in key areas on the Northern Trail. One of P. Jordan's concerns is that placement of the exhibits does not take into consideration a possible redesign of the Northern Trail to enhance viewing. He would like to see alternative arrangements since the exhibits will require an investment in terms of holding facilities, additional barriers, and other such costs. A second concern was that the wolf exhibit site is a hilly area and some wolf behaviors require large, flat, open areas.

Public Affairs Committee

S. Doyle advised that the Public Affairs Committee met to review two contract issues which require board action, one for an ad agency and the other for a direct mail campaign for Zoo Goers.

S. Doyle explained that the zoo has verbally agreed to an advertising contract with Fallon McElligott Rice, Inc. This highly reputable, award-winning agency proposes to donate their creative services, valued at \$25,000, for production of three newspaper ads, one 30-second television commercial, and one zoo poster. The contract will provide for up to \$60,000 in production costs, which may be split into two fiscal years. (The agency will try to get production services

donated if possible.) The committee affirmed criteria for assessing any ad agency the contract the zoo enters into: measurement of attendance increases, surveys taken at the door, gift store sales of the poster, and, use of devices such as a coupon to be returned. Thus, if questions like those addressed to MTC arise as to why this agency was chosen, there will be clear answers.

MOTION by committee that the Minnesota Zoological Board accept the offer from Fallon McElligott Rice, Inc. for creative services and approve the contract for production of three newspaper ads, one zoo poster, and one 30-second television commercial, production costs not to exceed \$60,000. MOTION CARRIED.

S. Doyle also reported that staff is seeking a contract with Target Marketing, Inc. to provide a direct mail campaign (to include design and production of a mail piece; mailing to 60,000 names from a list they selection and obtain; analyzing results; and making recommendations) for the Zoo Goer program at a cost of \$30,000. This firm has conducted direct mail efforts at other zoos including Cincinnati, Milwaukee and Audubon. The addition of 1,800 members would be the break-even point. Timing for the proposed contract would be this spring.

MOTION by committee that the Minnesota Zoological Board approve a contract with Target Marketing for a direct mail campaign for Zoo Goers, at a cost of \$30,000. MOTION CARRIED.

S. Doyle advised that the committee had also reviewed the ZooLab renovation project, which is now complete except for two windows to be installed facing the macaques. He added that the new ZooLab makes sense since people love to see behind the scenes in holding and kitchen areas, and the now adjacent holding areas allow for ease in transferring animals and in watching volunteers handle the animals.

P. Davies explained that the ZooLab renovation was on the agenda because it should have come to the board although general maintenance funds were used. For that same reason, the red panda nursery is on this meeting's agenda. She explained that a condition of the red panda loan was that they be bred; since the presence of their two new offspring inhibit mating, a new home was needed for the young. Staff selected a site for another red panda exhibit -- to the left of tiger viewing (near the Children's Zoo) which presents good viewing because the area drops away from the trail so the animals will be at eye level when in the trees where they spent the majority of their time. When staff was planning the new exhibit enclosure, CitiCorp called to see if there were any projects which they could fund. Thus, the exhibit was funded with a \$2,500 donation from CitiCorp.

Responding to P. Jordan's question as to the readiness of the exhibit, J. Lewis advised that the move had been planned for January 19, but the severe weather forced a postponement of one week.

MOTION by P. Davies, seconded by P. Jordan, that the Minnesota Zoological Board approve the second red panda exhibit construction and the Touch & Feel ZooLab expansion and renovation. MOTION CARRIED.

Capital Development Construction Projects

Chairman P. Davies asked J. Rognlie to explain the construction projects to complete the process of identifying and prioritizing short-term enhancements for the zoo, begun in the November and December board discussions. (Discussion of ongoing and programmatic enhancements was completed in past sessions.)

J. Rognlie reviewed the construction projects, using the large easel pages displayed around the room which gave the title of the project, the cost and manpower requirements. The following is a summary of points raised about each of the projects.

Innovative Viewing: Tiger "treehouse" (\$120,000). J. Rognlie noted that staff had agreed at the last meeting to bring a detailed sketch to the Board at the March meeting.

Live Animal Exhibit at Entrances (\$5,000-\$35,000). Staff also agreed at the last meeting to identify animals for the live animal exhibit at the entrance in March. The wide cost spread, necessary since cost would depend on the animal exhibited, was set at \$20,000 as a reasonable estimate.

Improve Exhibit Viewing (\$9,800). This project involves limiting access to holding areas through construction of shift tunnel doors in the sloth bear exhibit (\$2,000); adjusting the moated tiger exhibit to keep tigers to the front of the exhibit (\$1,600); replacing bollards at Northern Trail viewing bays with glass to facilitate child and handicap viewing (\$3,200); and replacing sunscreen on Minnesota exterior windows with trellis and vine covers to cut glare and removing deteriorating sunscreen filament (\$3,000).

Expand Picnic Areas (\$84,000). A sketched plan of the expansion, although estimated at a considerably higher cost, was discussed. The plan included a well, electricity, bathrooms and 5 pavillions, in an area capable of handling 5,000 people at one time in two groups of approximately 2,000 and 3,000. Developing the current picnic area in a first phase with three shelters but no bathrooms (temporary satellite facilities are currently used and are satisfactory) at a cost of \$44,000 will provide space for large groups of 4,000, but will also be useful for more than one group in the 500 range on the same day. It was agreed that the zoo should stress that the zoo was the recreation for a company picnic; thus, volleyball courts and similar amenities would not be considered.

Landscaping — Murals/Banners (\$2,000). A sketch of the proposal to add color to the main entrance driveway through the use of banners will be brought to the Board in March.

Seating: Amphitheater, Dolphins, Whales (\$33,000). Dolphin seating (\$800) with a large enough capacity to be worthwhile was determined to be unfeasible since it would obstruct pathway traffic; the whale bleachers (\$25,000) would have a seating capacity of 485 (both interior and exterior) and would involve moving glass walls and doors; the amphitheater requires repairs to current seating (\$8,000).

Shade/Benches — Northern Trail & Children's Playground (\$21,000). Referring to the earlier reference about a possible redesign of Northern Trail (made in

regard to the wolf/caribou exhibits), J. Rognlie stated that the benches (\$3,000) and covered shelters (\$10,000) would not be permanently installed so they could be moved as needed; however, the shade plantings (\$8,000), which would be placed to shield any view of other exhibits, would be permanent. S. Iserman advised that a master plan for Northern Trail had been promised for February, although a March approval would still allow sufficient time for implementation before summer. He added that there is a possibility of getting benches donated by a corporation.

Bathrooms — Northern Trail (\$40,000). J. Rognlie advised that although DNR's cost for their bathrooms is \$55,000, he felt \$40,000 which includes costs for drain fields and septic tank, would be sufficient. S. Iserman pointed out that utilities would be an ongoing expense since heat would be needed in the winter at an estimated cost of \$300 a month. J. Rognlie noted that additional staff would be needed to maintain them. S. Iserman suggested that the need was not critical, given the current length of Northern Trail and the current availability of satellite facilities.

Carpet Replacement (\$10,000). S. Iserman advised that new carpeting would be funded with major maintenance funds.

Activate the Water Treatment Plant (\$150,000). S. Iserman advised that the case will be made to the LAC that repairs should be funded by the state because savings pay-back can be proven.

Landscape around Lakeshore (\$2,500 - \$5,000). This project would provide native trees, such as willows, to enhance the appearance of the main lake and to attract birds to the water. The intent would not be to develop the lake shore into a recreation area, although that could be done in the future.

Circulate Water on Main Lake — Water Fountain (\$4,000). J. Rognlie explained that the proposal is to install a pump on a raft to shoot a fountain 25 feet in the air, adding to aesthetics and creating an atmosphere of moving water, while at the same time maintaining good water quality. It is likely that the pump could also be used in the winter to maintain open water for waterfowl.

Dredge Main Lake Feasibility Study (\$3,000). This project would involve studying the feasibility of dredging the lake so it does not freeze to the bottom in the winter, and installing a plastic tube for visitors to walk through the lake to view native fish under the ice. After discussing the potential value of such an exhibit and prohibitive cost factors to implement (\$3 million), this study project, given limited resources, was deemed to be unfeasible at this time.

Attract Birds to Current Central Ponds (\$2,700). J. Lewis explained that this project would provide fencing to protect visitors from injury by the pelicans when feeding them and to provide quiet areas for the swans apart from people. In addition, the project would add Asian waterfowl on the part of the main lake that is on the opposite side of the Red panda bridge. Responding to a question about trying to encourage nesting of native birds on the site, J. Lewis advised that dead tree materials left in non-public areas attracts wrens and bluebirds; large resident populations of mallards, geese, and pigeons are not encouraged from an animal management standpoint because they eat other birds' food and are a potential disease hazard.

Minnesota Fish Exhibit (\$15,500). This project would provide a new well for Minnesota exhibits (\$8,000); implement a trout exhibit at current pond stream location (\$3,500) and remodel the Minnesota exterior fish tank (\$4,000). The new well would solve the problem of dying fish due to treated water and would allow placement of fish in the pool in front of Minnesota aviary, as well as to the beaver pond. A chiller would be needed for the trout exhibit. A new well for the entire site (\$150,000) was deleted from this project since it is included in the Water Treatment Plant project to be requested from the state.

Alteration of Dolphin Pool (\$80,000). This project would involve moving the dolphins and developing an aquarium in the current exhibit. Because a new dolphin exhibit is beyond our financial capabilities at this time, use of this space for an aquarium or some other exhibit is not feasible. Further consideration of this project was postponed until a major fund drive is underway.

Available Funding for Enhancements

S. Iserman, reviewed the handout page entitled "Status of Capital Funding Sources", and advised that the amount available for construction changes totalled approximately \$250,000. This includes \$188,000 in Foundation funds (\$184,000 restricted to Northern Trail development and \$4,000 in the emergency equipment fund); \$10,480 in unrestricted MZG gift account funds; and between \$50,000 - \$75,000 (dependent on a proposed clarification of statute language) available after June 30, 1984 from the gift store account.

Because the MZGF restricted funds must be used as designated, the board compiled a list of projects which were classifiable as Northern Trail development.

MOTION by H. Reinhardt, seconded by S. Doyle, that the Minnesota Zoological Board authorize expenditure of \$153,500 of \$184,000 in MZGF funds restricted for Northern Trail development for innovative tiger viewing (\$120,000), replacing bollards with glass at Northern Trail viewing bays (\$3,200), adjusting the tiger moat exhibit (\$1,600), landscaping of the main lake shore (\$5,000), shade and benches (\$21,000), and attracting birds to lakes and ponds (\$2,700). MOTION CARRIED UNANIMOUSLY.

The amount of funding available for all other non-Northern Trail funds totalled \$64,480, consisting of \$10,480 from the zoo's gift account, \$4,000 in the Foundation's emergency equipment fund, and approximately \$50,000 from gift store profits which would be available at the end of this fiscal year.

H. Reinhardt noted the importance of the fish exhibits and added that the \$4,000 in emergency equipment funding could be used towards the \$8,000 well needed for the Minnesota fish exhibits, thereby bringing the remaining cost of that project to \$11,500.

The two "big ticket" items, seating at exhibits and picnic area expansion, generated much discussion regarding the relative value of each. Seating at the whales (\$25,000) was considered primary because it related to animal viewing, as does the \$2,000 sloth bear gates. Amphitheater seating improvements were judged to be less important, although D. Bender advised that some expenditure was necessary to at least straighten out the benches. Company picnics are a revenue

producing program which, P. Davies noted, should be a natural to receive some additional funding from IDQ.

After discussing scheduling priorities, necessary because \$50,000 in gift store funding would not be available until after June 30, the whale bleachers were given top priority on the condition that work on that major exhibit attraction must be completed prior to peak season beginning in May (otherwise, the project will be deferred); picnic area expansion would proceed as funding becomes available.

Colorful banners to the main front entry was considered to be a useful project; after discussing the possibility of having a corporation fund that project, it was decided that the zoo should maintain control of the design and funding should be designated.

MOTION by H. Reinhart, seconded by P. Jordan, that the Minnesota Zoological Board authorize expenditures of \$88,500 for the following projects: Minnesota fish exhibit at \$15,500, with \$4,000 of that cost being funded by the balance remaining in the MZGF emergency equipment fund; whale seating (\$25,000) which is to begin as soon as possible, provided all work can be completed prior to peak attendance periods; banners for the entry (\$2,000); sloth bear viewing improvement (\$2,000); and improvements to the picnic area (\$44,000) to be constructed as funds become available. MOTION CARRIED UNANIMOUSLY.

MOTION by H. Reinhardt, seconded by H. Maruska, that the Minnesota Zoological Board approve the picnic plan details as presented. MOTION CARRIED.

J. Cooper suggested that a press release be done to inform the public about the projects approved today so the public is aware that the zoo is working towards enhancing the visitor experience. A press release now would also help prepare the public for a big push sometime in the future.

H. Maruska, noting the lack of signage on the entrance road inside the gates, asked if more signage could be installed. S. Iserman advised that admissions staff had studied the new circulation and parking lot signage and made recommendations which will be implemented in the spring.

P. Davies expressed appreciation for staff's work in preparation for the planning meetings. She also advised that two of the Board members, Hazel Reinhardt and Harveydale Maruska, whose terms are up this year were reappointed.

After a poll on convenient meeting times, the consensus was that mornings were generally preferable for those members present; thus, next month's meeting will also be a morning one.

There being no further business, the meeting adjourned at 11:55 a.m.

Patricia Davies, Chairman

**STATE OF MINNESOTA
MINNESOTA ZOOLOGICAL GARDEN
PROJECT MANAGEMENT DEPARTMENT**

CONSTRUCTION CONTRACT

PROJECT NUMBER 86-003-298 FEDERAL EMPLOYER OR SOCIAL SECURITY NO. 41-0987222
 CONTRACT NUMBER 77900-09753 MINNESOTA TAX IDENTIFICATION NO. 6195146

To Be Completed by State

___ ORIGINAL (A40) ___ INCREASE (A41) ___ DECREASE (A45) ___ PRIOR YEAR ENCUMBRANCE OR
 (A44) (A44) (A44) ENCUMBRANCE INCREASE (A46)

A4 0 / 592246 / 77-900 / 6 / 09753 // _____ / _____ / _____ / _____ / _____ / _____ /
 Trn. No. Account I.D. Organization F.Y. Requisition No. Vendor Number Type Terms Source S. Act Task S. Task
 _____ / \$14,971.00 / // _____ / 520 / // ~~SEND~~
 Cost, Job or Client Code Amount Suffix Object

TYPE OF TRANSACTION A40 A41 _____ Date _____ Number _____ Entered by _____
A44 A45 A46 _____ Date _____ Number _____ Entered by _____

Date and Parties THIS AGREEMENT, made this 31st day of October, 1985
 by and between the State of Minnesota, herein called the State, and _____
Midwest Fence and Manufacturing Company a corporation
 organized and existing under the laws of the State of Minnesota
~~a partnership consisting of _____~~
~~an individual trading as _____~~
 located at 525 East Villaume Avenue, South Saint Paul, MN 55075
 _____, herein called the Contractor,

WITNESSETH THAT, WHEREAS: The State, acting by and through its Department of Zoological Garden has duly advertised for bids for the project described as follows: provide all labor and materials for the installation of vinyl covered chain link fencing at the Bison/Wapiti and Horse/Camel exhibits at the Northern Trail area, including the acceptance of Alternate 1 to the Base Bid

located at the MINNESOTA ZOOLOGICAL GARDEN, Apple Valley, Dakota County, Minnesota, for the Department of MINNESOTA ZOOLOGICAL BOARD, and,

Special Conditions WHEREAS, The Contractor has on the 25th day of October, 1985 submitted a signed bid to construct said project in consideration of the payment of the sums set forth therein, which sums amount to a total estimated contract price of FOURTEEN THOUSAND NINE HUNDRED SIXTY-ONE AND 00/100 _____ dollars, (\$14,961.00), a copy of which bid, and work to be done to construct said project, are hereto attached, marked Exhibits A and B respectively, and made a part thereof, and

Prices and Work

NOW, THEREFORE, the Contractor, in consideration of the payment of the price and compensation set forth in said bid, agrees to furnish, except as may be otherwise provided herein, all labor, services, means of construction, and material required for, and to construct, install, complete, and finish said project in the most workmanlike and substantial manner, to the satisfaction in every respect of the Architect, Project Manager or other designated representative of the State, within the time herein specified, all in accordance with the terms of this contract and the plans, specifications, and special provisions therefor, including all addenda, pertaining to said project, on file at the time said bid was opened in the Project Management Office of the Minnesota Zoological Garden, and hereby made a part of this contract as though fully set forth herein.

Time of Completion

The Contractor shall commence work upon receipt of an executed copy of the contract and a written notification to proceed and shall proceed with diligence, and complete said project on or before Friday, November 27, 1985

Time is of the essence of this contract.

State Income Tax Withholding

It is distinctly understood and agreed that no final settlement under this contract shall be had until the contractor has made a satisfactory showing that he has complied with the provisions of M.S.A. 290.92 requiring the withholding of income tax on wages at their source. It is further understood and agreed that a certificate executed by the Commissioner of Revenue shall satisfy this requirement.

Signatures Required

This contract shall become binding when approved for content by the Minnesota Zoo Project Management Department, signed in behalf of the State by the General Director (or approved representative) of the Minnesota Zoological Garden, signed for form and execution by the Attorney General, and countersigned by the Department of Finance who shall certify hereon that the appropriation and allotment have been encumbered for the full amount of the contract liability herein.

Execution

IN WITNESS WHEREOF the State has caused this contract to be signed by its duly authorized officers and the contractor has hereunto set his hand and seal.

Approved as to form and execution _____ day of _____, 19____. ATTORNEY GENERAL, State of Minnesota By: _____ title: Spec. Assistant, Atty. General

_____ has been encumbered for the obligation hereof against the previous unencumbered balance of the proper appropriation and allotment. date: _____ DEPARTMENT OF FINANCE By: _____ title: _____

STATE OF MINNESOTA MINNESOTA ZOOLOGICAL GARDEN By: _____ title: _____ date: 10/31/85

APPROVED: PROJECT MANAGEMENT By: _____ title: Project Manager date: October 31, 1985

APPROVED: CONTRACTOR

Name of Company (SEAL) By: _____ title: _____ date: _____ By: _____ title: _____ date: _____

NOTE: IF THE CONTRACTOR IS A CORPORATION, THIS SHOULD BE SIGNED BY AT LEAST TWO EXECUTIVE OFFICERS, ONE OF WHOM MUST BE EITHER THE PRESIDENT OR THE VICE PRESIDENT. IF THE CONTRACTOR IS A COPARTNERSHIP, THIS SHOULD BE SIGNED BY TWO MEMBERS OF THE COPARTNERSHIP.

original executed copies to: contractor, state finance and MZG project management photocopies to: state auditor, MZG purchasing MZG finance

RECORD OF MEETING

NAME: Operations Committee

DATE: March 8, 1984

PRESENT: Peter Jordan, Chairman; Pat Davies; Hazel Reinhardt;
Stephanie Van D'Elden; Jim Kennedy.
Staff: Steve Iserman, John Lewis, Jim Rognlie,
Dave Bender, Ginny Davies, Secretary.

Committee Chairman Peter Jordan called the meeting to order at 3:10 p.m. in the third floor conference room at the Minnesota Zoological Garden.

Northern Trail Masterplan Modifications

J. Lewis advised that the plan to improve Northern Trail was the result of many staff ideas. The plan was explained using overhead transparencies of a base map of the trail to look at empty spaces, problem viewing areas and areas which seem to be particularly troublesome in extreme summer heat which would be the sites of test shelters.

Improvements to existing exhibits to make animals remain closer to the viewing areas include: (1) Dividing the pronghorn exhibit to produce space for the temporary wallaby exhibit which would later be used to exhibit coyotes; (2) Reducing the available space for bison and elk by running a fence down the hill and moving the fencing in front of the trees to prevent elk browsing; (3) Dividing the large side of the horse/camel exhibit in half with a fence through the camel area to bring the camels closer to the pathway (This would also allow the back of the camel exhibit to be used for management reasons); (4) Fencing at the small side of the horse/camel exhibit to keep the animals closer to the viewing areas; (5) Fencing off small areas adjacent to musk ox viewing area to provide a herd of a bull and females for close-up viewing in addition to distant viewing of the main herd.

Staff also looked at space available for new exhibits on the trek. Ideas, in addition to the wolf/caribou exhibit include: (1) Moving the sandhill cranes now in the prairie waterfowl exhibit to an area opposite the coyotes and adding Asian cranes to replace the sandhill cranes; (2) Adding North American turkeys and jack rabbits to the elk exhibit; (3) Creating a viewing area off the walkway adjacent to the prairie dog exhibit and adding 3-4 exhibits, including prairie chickens and burrowing owls around the walkway in front of bison and elk viewing; (4) Making a horticulture exhibit, featuring native plants in the slough area past the horse/camel bridge, perhaps with graphics identifying native wildlife; (5) Adding ruffed grouse or spruce grouse, which are associated with caribou, in the grove of trees by the musk ox; (6) Exhibiting snowy owls in the low spot originally intended as a shorebird exhibit; (7) Developing a small lemming exhibit in a terrarium-type enclosure and a snowshoe rabbit herd opposite the current musk ox viewing; (8) Adding turkey vultures or perhaps ravens both of which are very vocal birds, in front of the moose viewing area; (9) Adding a wild boar exhibit (a prey of Siberian tigers) next to the tigers; and (10) Creating a small, glassed in pheasant aviary with 3-4 Asian pheasants in a new viewing area opposite the panda exhibit where visitors could view the tigers with pheasants on both sides of the viewing area.

The first shelters will be placed in 5 spots: bison/elk exhibit, viewing into the camel, musk ox, moose and next to the tiger. If they work well, more can be added in the future since they are relatively inexpensive to build. Responding to P. Davies question about the shelters, J. Rognlie advised that they will be miniature rustic picnic shelters with four posts and a roof with bench seating inside. S. Iserman added that shelters which are near viewing areas can also be used to put additional

information at the exhibit since the graphics would be protected from the elements.

A transparent overlay was used to explain where supplemental plantings to break up sight lines and accent exhibits were proposed. The area between the new coyote and pronghorn will be planted to break up the sight line approaching the tiger. Plantings are scheduled to go around each of the little shelters as well as around the pheasantry area and will be used to camouflage fencing throughout the Northern Trail exhibits. Plantings may also be used in the moose exhibit to interfere with the one male's tendency to stay in front the barn, which had not been intended as an exhibit area.

Responding to H. Reinhardt's question about funding for the projects, S. Iserman advised that plantings will be done on a small scale. He added that the electric fence would not be planted until permanent fencing was installed. Most of the plantings, however, would be started this year. J. Rognlie added that most of the plantings would be started young and would not reach the desired height as visual barriers for several years. H. Reinhardt suggested giving thought to planting more mature trees to avoid a seven year growing period. S. Iserman, referring to the thousands of DNR seedlings which had been planted in the past, advised that staff is aware of the care and time required with seedlings. J. Rognlie added that some large trees could be moved from elsewhere on site, using a borrowed Anoka Vo-Tech large tree spade, with seedlings planted in the vacated spots. S. Iserman noted that a water source must be provided to assure that large trees do not die. J. Rognlie added that thought would be given to developing an irrigation system using the water from the main lake which, because of the topography design, would drain back to the lake, thereby saving storm sewer charges. P. Jordan suggested working with a consultant, perhaps from the DNR, to develop an irrigation system.

P. Jordan asked for the timetable and funding requirements. J. Lewis advised that some of the items would be funded from the short range plans already approved. He added that the projects could probably be completed within a three year period. S. Iserman stated that the remaining \$50,000 in Northern Trail restricted Foundation funds could be used for the plantings or fencing (fencing estimates have not been obtained). J. Lewis pointed out that several of the projects may appeal to corporate donors.

P. Davies stated that fencing seemed to be the immediate need. S. Iserman responded that plantings and benches as well as fencing in the horse/camel and bison/wapiti exhibits and the coyote exhibit (temporarily needed for wallabies) could be added over a one year period.

Responding to P. Jordan's question about longterm planning for major exhibit additions and perhaps for alternative placement of walkways, which had been discussed before, J. Lewis advised that the plan presented today was intended to break up problem areas, enhance the trail and make it more psychologically acceptable to the visitors in the short term without major expenditures.

P. Jordan stated that it was an economical plan, adding that plans for mountain goats and other long term major exhibits must be postponed until funding is available. S. Iserman agreed that the masterplan was approached with the idea of enriching the Northern Trail to make it more interesting and exciting for visitors without major additions.

P. Jordan referred to P. Davies' memo about the snow leopard. J. Lewis advised that staff would like to do snow leopards; however, the \$10,000 that is restricted for a snow leopard exhibit would not be enough to do more than build an enclosure for one or two animals with no management space. He added that he would like a total of two or three pairs of the species so we could participate in the species survival plan.

P. Jordan asked if it would be possible to exhibit the snow leopards without participating in the program immediately.

P. Davies asked if the plans provided for animal loans since other zoos may have surplus snow leopards and this zoo could perhaps help them out by housing some. J. Lewis advised that breeding is an indicator of success and is an important conservation goal; yet capacity cannot be exceeded. P. Davies questioned whether the zoo staff was unwilling to exhibit an animal without participation in a breeding program. J. Lewis responded that he would hope that animals could be maintained for more than exhibition purposes. He added that he was also concerned with possible future budget cuts which would require program cuts as well as a concern for the added burden placed on keeper staff. J. Rognlie suggested that the zoo has several cats in the collection and yet other species, such as bears, are notably lacking.

P. Davies noted that if we can only have animals that we are going to breed, the possibilities are limited. She does not think the Zoo Board has made the decision that breeding programs are our exclusive mission and that the staff ought to have have either. P. Davies, noting that there is an inherent obligation in accepting a donation, suggested that the gift for the snow leopards be returned if the board does not intend to use it. S. Iserman noted that the same reasoning could apply to the polar bear walk funds which had been collected. However, it was further pointed out that (1) some of these have gone to Como for a polar bear and (2) they were collected from many small individual donations and were impossible to return.

S. Iserman pointed out that the plan presented today concentrated on enrichment exhibits; anything in that plan could be substituted. J. Lewis added that he felt that snow leopards could be exhibited well around the mountain goats and sheep.

P. Jordan noted that staff had given considerable thought to the short term plan with good results and added that the plan will be presented to the full board with the Operations Committee approval.

Legislature

P. Jordan stated that P. Davies had reported that the session at the Legislature had been good. S. Iserman, referring to the model of the wolf/caribou exhibit in the room, advised that the Senate committee had shown good interest and support. P. Davies noted that Beth Lehman, the House fiscal analyst, had commented to her that the committee chairman seemed really enthusiastic.

Tiger

P. Davies asked for an update on the reaction of the public to the planned tiger euthanasia. S. Iserman advised that the zoo had received over 600 telephone calls in 6 hours; he added that the Governor's Office was also receiving many calls. The SSP programs were explained in a press conference just prior to the committee meeting.

S. Iserman advised that Fund for Animals had offered to place the cat in a sanctuary in Texas; that option will be investigated. He added that it was necessary to point out that the successful placement of this one animal would not make the issue go away and humane euthanasia remained the last alternative to surplus animals.

Responding to questions of how the press was contacted, S. Iserman advised that City Pages received a phone call from a person who was upset that the tiger would not be used for research prior to being euthanized. The article in City Pages was fair and explained the need. A Minneapolis Tribune reporter called in response to that article and it has snowballed since then.

P. Jordan asked if it would be appropriate to have the board express its support of the euthanasia policy. P. Davies advised that the policy had been thoroughly reviewed before approval was given.

D. Bender advised that J. Stimson had told him that his fellow employees were trying to raise money to save the tiger. S. Iserman stated that money was being sent in by people; however, the problem is saving other species and a lack of space in zoos for all animals. To build additional holding for tigers does not seem to be in the best interest of wildlife. S. Iserman stressed his belief in the species survival program; however, he now felt that Minnesota citizens may not be ready to allow the zoo to manage its preservation programs in this way. He added that the pressure from the public, as communicated to the legislature, the Governor, and the Zoo may necessitate the zoo's rethinking its response to species survival plans.

S. Iserman stated that the press has been fairly objective in its reporting but the public does not seem to grasp the crux of the problem. S. Van D'Elden suggested that the point that all other alternatives are tried before euthanasia is considered should be stressed. S. Iserman stated that under the Species Survival Plan, euthanasia is standard operating procedure and considered more humane than declawing a tiger and allowing it to live in a 6 foot cage.

Responding to P. Jordan, S. Iserman advised that the Detroit case had lasted over a year. Recently Toronto had to change its planned euthanasia of a tiger because of public reaction.

Research Protocol

P. Jordan, noting that J. Lewis had to leave the meeting for a press interview, suggested postponement of the research protocol.

Wolf/Caribou Strategy

P. Jordan advised that since the zoo had already presented its case for the wolf and caribou exhibits without mention of the caribou reintroduction aspect, discussion of that strategy would be better discussed by the full board. /

S. Iserman reported that the House Appropriations Committee hearing would be held on Monday, March 11.

P. Jordan asked for a report on the proposal to use some of the Science Museum's wolf exhibit at the zoo when their exhibition is over. D. Bender advised that much of the exhibit was only useful in a museum setting, although S. Iserman, J. Lewis and D. Bender agreed that the denning exhibit and vocalization tapes would be appropriate for zoo use. He added that staff would check out any contractual relationship under the federal grant which may restrict future use. P. Davies stated that she had thought some donor may want to purchase the exhibit from the Science Museum and donate it to the zoo, thereby helping both the MSM and MZG. She added that the exhibit would not be available for two years but that because Dr. Mordy had approached her with the proposal, she wants staff to continue to investigate it.

Responding to questions on possible location at the zoo, S. Iserman stated that close proximity to the wolf exhibit would be desired. D. Bender noted that the denning exhibit could be placed in the Discovery Center.

There being no further business, the meeting adjourned at 4:40 p.m.

MINUTES OF MEETING OF
MINNESOTA STATE ZOOLOGICAL BOARD
March 15, 1984
Minnesota Zoological Garden

The Minnesota State Zoological Board met on Thursday, March 15, 1984 in the third floor conference room at the Minnesota Zoological Garden.

Members Present: Jane Cooper, Patricia Davies, Peter Jordan, Jack Jorgensen, Harveydale Maruska, Hazel Reinhardt, Jim Stimson, Stephanie Van D'Elden, Jim Weaver, Jim Kennedy.

Members Absent: Steve Doyle, Toni Hengesteg.

Staff Present: Steve Iserman, Dave Bender, John Lewis, Jim Rognlie, Nancy Gibson, Ginny Davies, Secretary.

All written materials referred to in these minutes have been distributed to all board members, are on file in the office of the board, and by reference made a part of these minutes.

Chairman Patricia Davies called the meeting to order at 9:05 a.m.

Minutes of Meeting

Chairman Davies called for review of the minutes of the February 16, 1984 meeting of the board. There being no corrections or additions, the minutes were approved as mailed.

Financial Report

Chairman Davies, after commenting that revenues and attendance were up again for this period, asked for questions on the financial report. There being none, the financial report was accepted as mailed.

Division Updates

Chairman Davies asked for questions about the report or additions by the division directors.

Referring to the marketing section of "Division Updates" which advised that the and agency recommended changing the name of the Zoo Goer Association to "Friends of the Minnesota Zoo", P. Davies suggested a motion approving the change prior to the upcoming major mailing.

MOTION by P. Davies, seconded by J. Stimson, that the Minnesota Zoological Board approve changing the name of the zoo's membership organization to "Friends of the Minnesota Zoo". MOTION CARRIED.

Next Meeting

Chairman Davies advised that the April board meeting date had been changed to May 4, the date set for the Volunteer Recognition Dinner. She advised that the meeting would be scheduled to begin in mid to late afternoon, depending on the amount of business on the agenda, and would end close to the time of the dinner scheduled at 6:30 p.m. P. Davies noted that most board members had their

spouses meet them at the zoo for last year's dinner. She added that the volunteers appreciate board members' interest.

P. Davies stated possible agenda items for the May 4 meeting include a review of (1) the volunteer program; (2) other state agency's development officer position descriptions in preparation of hiring an MZG development officer; (3) the "Friends" newsletter format and content; (4) and cooperation with other regional zoos, which was the focus of the AAZPA Conference in Grand Rapids, Michigan.

Report on the Siberian Tiger

At P. Davies' request, S. Iserman briefly explained the history of the acquisition/disposition policy which had been formulated by the board and staff over a six month period and formally approved by the board in April 1983. That policy, which provides for an animal management committee to make decisions on surplus animal dispositions, was the basis for the decision to euthanize a surplus tiger.

S. Iserman explained that a reporter from City Pages had received a tip that a tiger was to be euthanized. That reporter was given a lengthy interview explaining the Species Survival Plan (SSP) and the problem of surplus animals. The resulting article, published on Wednesday, was a fair report of the problem; however, a front page follow-up article with accompanying picture in the Minneapolis Star & Tribune on Thursday created a public outcry, with thousands of telephone calls to the zoo. Every state TV station played up the story with shots of the actual Siberian out in the snow on the Northern Trail and both Minneapolis and St. Paul newspapers continued front page coverage of the tiger. Letters began to flood into the zoo as well as phone calls. A press conference was held Thursday afternoon to explain the surplus animal issue and the SSPs, but the amount of time devoted to the story on TV news did not allow a clear explanation of a complicated subject. The calls continued until Friday when the decision was made to call off the planned euthanasia and to use one of the options which the publicity had uncovered.

S. Iserman stressed that an intense educational effort will have to be made if the public is to understand the need for occasional euthanasia. He added that he and J. Lewis had met with the Speaker's Bureau volunteers to explain the SSP since they will be questioned about euthanasia when they give their talks. He also advised that he had inserted a brief article in the bi-monthly members' newsletter which promised additional articles on the subject in future issues.

P. Jordan asked whether the commitment to Fund for Animals was final. S. Iserman advised that he had said at the news conference that the proposed facility must be investigated and that the zoo retains responsibility to the animal even after it leaves this institution. He added that the primary focus of the news conference was that the tiger would not be euthanized.

P. Jordan urged that the public be informed that the animal would not be sent to an unaccredited institution and of the importance of a responsible zoo to contribute to conservation efforts through participation in species survival programs. He suggested that the Operations Committee review and reinforce the policy, including the option of euthanasia as an acceptable method of surplus, as well as the zoo's continued active participation in SSPs.

J. Weaver stated that he remembered the discussions when the acquisition/disposition (A/D) policy was approved; however he did not think the board fully

realized that a healthy animal could be euthanized under that policy. He urged that the Operations Committee carefully sort out the conflicts between survival of species and the zoo's responsibility as a public institution, responsive to its public. Responding to P. Jordan's remark that he would invite outside consultants to advise the committee, J. Weaver suggested that public hearings should be considered since the issue interested generalists as well as specialists. J. Weaver and P. Davies strongly encouraged all board members to attend and participate in the Operations Committee meetings on the subject.

H. Maruska asked if other zoos had offered assistance or advice about surplus animal policies, including euthanasia. S. Iserman advised that his preliminary checks had found that euthanasia for non-medical reasons is not a common occurrence with high profile animals, although AAZPA guidelines recommend it as an acceptable method. H. Reinhardt added that the issue confronts the entire zoo community, not only the Minnesota Zoo. She suggested challenging the professionals in the zoo community to address the issue.

P. Jordan stressed that the SSP was a relatively new program which required new attitudes and procedures. He added that the educational aspects and strategy were more of a public relations consideration. Chairman Davies stated that the public policy was under the jurisdiction of the Operations Committee and the education strategy would be assigned to the Public Affairs Committee.

P. Davies congratulated S. Iserman and staff for their handling of this difficult situation.

Legislative Action on the Wolf/Caribou Request

P. Davies advised that the Senate subcommittee hearing on the wolf/caribou exhibit had generated a great deal of interest in the project and the reasons for it. They reviewed the costs and location, and looked at the model of the exhibit to understand the proposal. She added that Senator Kroening, the chairman of the subcommittee, is a sustaining member of the zoo goer program.

P. Davies reported that the House committee had also held a favorable hearing on the zoo's request. She added that Representative Kahn, committee chair, had asked why the zoo had not yet begun a fund-raising program; however, P. Kahn accepted S. Iserman's explanation about the current process with The Saint Paul Foundation.

P. Davies advised that the full \$450,000 was allocated by the House committee. (The Senate has not yet made allocations.) She added that the House allocation, while important, was only one step in the long legislative process. P. Davies also advised that the House committee had recommended that all gift store profits be retained by the zoo for capital development. At the current profit level, that funding source will provide one new exhibit each year.

S. Iserman added that the capital funding is significant because it will be the first capital funding the zoo has received from the State since 1973. The gift store language provides that all profits accumulated over the past three years (approximately \$200,000) be deposited in the gift account, which will enable funding of some of the projects in the short range plans that had been deferred.

Improvements to Northern Trail

Operations Committee Chairman P. Jordan advised that the committee had reviewed

a detailed presentation on proposed improvements to Northern Trail. He added that additions of small exhibits (including coyotes, turkeys and jack rabbits, Asian cranes, and owls) were proposed to fill in some spaces.

At P. Jordan's request, J. Lewis reviewed the locations of the improvements using an overhead transparency. He pointed out the locations for adding grouse species, lemmings, turkey vultures or ravens, wild boar and Asian pheasants. He also pointed out the changes proposed for fence lines to bring animals closer, and locations for plantings to enhance aesthetics and act as visual shields to emphasize individual exhibits, and for new shelters and benches.

Responding to P. Davies' comment that the coyotes are proposed for the temporary wallaby exhibit, J. Lewis stated that the summer exhibit will provide some of the preliminary work for a coyote exhibit. He also stated that burrowing owls could be added by the prairie dog exhibit. J. Lewis explained that prairie chickens, which exhibit good drumming behavior, sarus cranes (an Asian species), grouse (either ruffed or spruce), and pheasants (Asian or silver pheasants) are bird species being considered. The horticulture exhibit will be in the area of the small pond and will possibly include identification of native bird and plant life.

J. Lewis advised that the area once proposed as a shorebird exhibit will be used to exhibit snowy owls. Opposite the musk ox, a terrarium type exhibit of lemmings is proposed as well as arctic hare and snowshoe rabbits (to exhibit a predator/prey relationship). In front of the moose, vultures or ravens could be exhibited appropriately, or alternatively, a small aviary exhibiting the northern shrike. Wild boar, a prey of the Siberian tiger, is proposed near the tiger exhibit.

Responding to P. Davies' question about the pheasantry exhibit, J. Lewis explained that a walkway would be built up to the fence, a shelter constructed in the turnaround area, and some fence replaced with glass. That would allow viewing of pheasant runs on one side of the shelter with the added benefit of a new view of the tigers.

J. Lewis pointed out that he had not mentioned that staffing shortages would occur with the addition of new exhibits; however, S. Iserman and J. Lewis would recommend requesting additional staff for the next biennium. He added that most exhibits, with the exception of the wild boar which requires extensive excavation, are relatively inexpensive projects.

H. Reinhardt noted that the tiger viewing stand was funded under the short range plan, along with the fencing in the horse camel exhibit and musk ox fencing (to bring a small herd down for close-up viewing). P. Jordan stated that he had thought the tiger viewing was to be a continuous walkway; S. Iserman noted that the design will be presented to the board prior to construction scheduled for the fall.

P. Davies asked for a timetable. J. Lewis advised that the entire plan would take about 3 years, partially due to the short range projects to which we are already committed for this year and next. S. Iserman added that additional species for Northern Trail had been identified for design early next year on the Short Range Implementation Schedule accepted by the board. He added that the wolf caribou exhibit, if approved by the legislature, would also impact the schedule.

Responding to P. Jordan's request about funding, S. Iserman advised that gift store profits, if approved by the full House and Senate, would fund a major share of the proposed improvements.

J. Stimson questioned whether the next phase for Northern Trail would include major exhibit expansion and H. Maruska asked if major expansion, such as Large Asian mammals, could go forward if funding were available. S. Iserman responded that if the board approved the projects, staff would try to identify funding; he added that this phase of development would complete the enhancements phase of capital planning and if funding for major expansion were obtained, it could proceed concurrently. P. Davies advised that the projects presented today were intended to improve the existing trail; if approved, they would be considered part of the plans for Northern Trail. S. Iserman added that the projects were not intended to be temporary exhibits until major exhibits can be funded; they are intended to be permanent.

P. Jordan expressed concern with the overall layout of the Northern Trail. P. Davies advised that approval of the projects today would terminate discussion of any major revision to the existing layout. H. Reinhardt, noting that the board has had a tendency in the past to change from its committed course, stated that the plan should not be approved if the board is not convinced that it will solve the identified problems. P. Jordan responded that he saw this plan as a temporary postponement of any major revision to the walkways; this plan was presented in response to the board's priority of filling in Northern Trail spaces. He added that he would like to revise the walkways and exhibits so that the monorail did not cross the middle of exhibits, however, he was also totally in favor of the improvements proposed in this plan.

P. Davies suggested that if major reservations exist, the plan should not be approved. H. Reinhardt stressed that her concern was that the board not decide to restudy the issue in the next two years after money and staff time had been expended to proceed. P. Jordan explained that he accepts the current plan as being the most urgent to solve the critical issue of empty spaces on Northern Trail; he suggested that an architect be asked to study the layout to see what could be done within the current layout to improve aesthetics without a large expenditure.

P. Jordan asked S. Iserman and J. Lewis to comment on the feasibility of major changes in the walkway. S. Iserman and J. Lewis agreed that this plan would maximize the attractiveness and interest in that trail and that funding a study of the layout would not be a wise expenditure. J. Rognlie was asked for his estimate of costs involved in a major realignment of the Trail; he responded that it would cost at least one million dollars.

P. Jordan stated that he felt the solution would require moving the main walkway under the monorial track at considerable expense which evidently is not feasible; however, he added that he would like the issue considered when the rest of the trail is designed.

MOTION by P. Jordan, seconded by J. Weaver, that the Minnesota Zoological Board approve the enhancement projects presented today for incorporation as a permanent improvement in the Northern Trail masterplan. MOTION CARRIED UNANIMOUSLY.

P. Jordan added that the Operations Committee had intended to present the research protocol for approval today; however, that item will be postponed.

P. Jordan advised that he has made an effort, as Operations Committee chairman, to become more familiar with areas of the zoo. He stated that he had spent an afternoon with the Minnesota Trail curator to learn more about that trail and left with the distinct feeling that certain exhibits, including the beaver, lynx and wolverine, are unmatched anywhere. He commended staff and the designers.

There being no further business, the meeting adjourned at 10:20 a.m.

Patricia Davies, Chairman

gd

M26F req.
duplicate request sent 11-15-85

October 30, 1985

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
Saint Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation's funds under the designated category:

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
Roland Johnston	\$100.00	Society - Interns

Enclosed is documentation for the payment request. Mr. Johnston has completed one month's service as a Vet Tech Intern. Please send the check to the Minnesota Zoo for forwarding to the payee.

Thank you.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Enclosure

cc: Allison Huiras



AUTHORIZATION AND INVOICE
FOR CONTRACT, CONSULTANT,
OR MEDICAL SERVICES

Contract # _____
Invoice # _____

VENDOR: Please provide the services listed below. To bill, enter the date services were provided, your invoice number (if you wish payment referenced to your accounting system), and the amounts billed in the "Services Provided" column; show billing name and address; sign; date; retain your copy; and return to the address below.

VENDOR

Roland Johnston
Vendor Name
5237 France Ave So.
Address
Mpls. MN. 55410
City, State, Zip Code

MINNESOTA ZOOLOGICAL GARDEN

12101 Johnny Cake Ridge Road
Apple Valley, MN, 55124

PART I: TO BE COMPLETED BY VENDOR, CONTRACTOR, OR CONSULTANT (Complete this section specifying services provided.)

Date	Services Provided	Amount Due
10/29/85	Vet Tech Intern, \$100/mo.	\$100.00

TOTAL AMOUNT DUE \$100.00

PART II: TO BE COMPLETED BY AGENCY
Division Approval
"The above services were satisfactorily rendered and payment is recommended for the amount of 100.00."
Approved by [Signature]

Make Payment to: _____
Show Complete Address same as above

Soc. Sec. # or Tax Identification # 472-62-5166

"I certify that all goods and services have been furnished and that I have provided all information asked for on this form to the best of my knowledge."

Roland Johnston
Vendor Signature

TRAN	VENDOR NUMBER		TYPE
INVOICE NUMBER		ORGANIZATION	
SEQ. NO.	SUFF	Dept. P.O./F.O. No.	OBJECT
AMOUNT OF INVOICE		DATE	SUB ACT TASK
SUB TASK	CUST/CLIENT CODE		FED REV
<small>I hereby certify that the goods or materials covered by this claim have been inspected and received or the services have been performed, and are in accordance with specifications, and are in proper form, kind, amount, and quality, and payment is therefore recommended.</small>			
SYSTEM ASSIGN REF. NO.		DEPT. AUTH. SIGNATURE	



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

October 18, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On October 4, 1985, the Minnesota Zoological Garden requested payment of \$100, to Ingrid Schmidt. In accordance with this request, Grant Number 15-85 in the amount of \$100 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
15-85	Ingrid Schmidt	Payment of translation costs	\$100	ISIS

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Paul A. Verret
President
The Saint Paul Foundation

PAV:kb
Encl.

mzla

Ginny Bender

1961
B.W.K.P.

1961
B.W.K.P.

THE ABOVE NAME FROM THE LIST OF CONTRIBUTORS TO THE JOURNAL OF THE B.W.K.P. FOR THE YEAR 1961.

1961
B.W.K.P.

THE ABOVE NAME FROM THE LIST OF CONTRIBUTORS TO THE JOURNAL OF THE B.W.K.P. FOR THE YEAR 1961.

1961
B.W.K.P.



Minnesota Zoological Garden Foundation

*Tdn
Req.*

September 30, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation's restricted funds for ISIS:

<u>Payee</u>	<u>Amount</u>	<u>Purpose of Grant</u>
Ingrid Schmidt	\$100.00	Payment for translation costs

Attached is a copy of the request from ISIS Project Director. If you have any questions on these payments, please call Nate Flesness at 432-9010, Ext. 317. If any additional documentation is needed, please contact Nate.

Sincerely,



Stephen A. Iserman
General Director

SAI:pn

cc: Nate Flesness



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

23 September 1985

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, General Director

FM: Nate Flesness, ISIS *Nate Flesness*

RE: St. Paul Foundation Funds

I'd like to request that a check be issued for \$100 payable to:

Ingrid Schmidt

This is to pay for costs (secretarial, express mail) she incurred while doing German translations for ISIS. She is charging nothing for her time.

This check should be issued from the St. Paul Foundation funds held on ISIS' behalf.

M26L 3) ✓

July 24, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

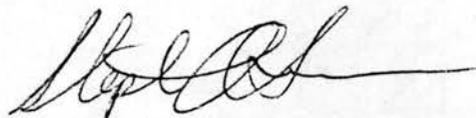
Dear Mr. Verret:

Please make the following payments from Minnesota Zoological Garden Foundation's restricted funds for ISIS:

<u>Payee</u>	<u>Amount</u>	<u>Purpose of Grant</u>
Garnatz & Grovender, Inc. 5301 26th Avenue South Minneapolis, MN 55417	\$980.00	Payment for computer consulting
Chicago Zoological Society c/o Brookfield Zoo Attn: Ed Schmidt 3300 Golf Road Brookfield, IL 60513	\$2,500.00	Refund for overpayment of grant from Chicago Zoological Society.

Attached is a copy of the request from ISIS Project Director. If you have any questions on these payments, please call Nate Flesness at 432-9010 x317. If any additional documentation is needed, please contact Nate.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

cc: Nate Flesness



ISIS

International Species Inventory System



1003 7/22/85
ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

19 July 1985

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, General Director

FM: Nate Flesness, ISIS *NRF*

RE: ISIS funds at St. Paul Foundation

I wish to request that two checks be issued from the St. Paul Foundation funds held on ISIS' behalf:

\$2500 payable to Chicago Zoological Society. This is a refund, they inadvertently sent us too much. Have it mailed to:

Brookfield Zoo
Attn: Ed Schmidt
3300 Golf Road
Brookfield, IL 60513

\$980 payable to Garnatz & Grovender, Inc. This is for computer consulting. Have it mailed to:

Garnatz & Grovender, Inc.
5301 26th Avenue South
Mpls, MN 55417

Thank you.



Minnesota Zoological Garden Foundation

1120 Northwestern National Bank Building
Saint Paul, Minnesota 55101

(612) 224-5463

June 28, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On June 26, 1985, the Minnesota Zoological Garden requested payment of \$1,750, to Garnatz & Grovender, Inc. In accordance with this request, Grant Number 12-85 in the amount of \$1,750 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>
12-85	Garnatz & Grovender, Inc.	Consulting work on ISIS Mainframe system to interface with microcomputer	\$1,750	ISIS

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:nl
Encl.

mzla

MZGF pay
for funds

June 25, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, MN 55101

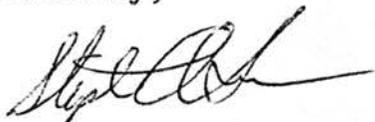
Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation's restricted funds for ISIS:

<u>Payee</u>	<u>Amount</u>	<u>Fund</u>
Garnatz & Grovender, Inc. 5301 - 26th Ave. So. Minneapolis, MN 55417	\$1,750.00	ISIS

This payment is for consulting work on ISIS mainframe system to interface with the microcomputer system. Please see the attached request from ISIS project director, Nate Flesness. Feel free to telephone Nate with any questions on this request.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachment



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

*rcv
6-25-85
gal*

21 June 1985

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman

FM: Nate Flesness *Nate Flesness*

RE: ISIS Account at St. Paul Foundation

I'd like to request a check drawn on ISIS funds held at the St. Paul Foundation. The check should be payable to:

Garnatz & Grovender, Inc.
5301 26th Avenue S.
Mpls., MN 55417

The amount should be \$1750.00. This is for consulting work on ISIS mainframe system - to interface with the microcomputer system we are building, and general maintenance.

Fdr Funds

Minnesota Zoological Garden Apple Valley, MN 55124 612/432-9010 Cable: MZOO

May 7, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payments from Minnesota Zoological Garden Foundation's restricted funds under the designated category:

<u>Payee</u>	<u>Amount</u>	<u>Category</u>
10-85 S & T Office Products for purchase of office desk	\$411.00	ISIS
11-85 Tom Foose for review of herp list for adoption for in-house computer	\$300.00	ISIS

A copy of the request from Nate Flesness, ISIS Project Director, is attached for your records. As in the past, Mr. Flesness will send confirmation that the requested funds have been used for the above stated purpose.

Sincerely,

Stephen A. Iserman
General Director

SAI:gdb

Attachment

cc: Nate Flesness



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

6 May 1985

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, MZG General Director

FM: Nate Flesness, ISIS

RE: Foundation funds

I would like to request that two further checks be issued from the St. Paul Foundation ISIS account:

1. \$411.00 payable to S&T Office Products, for purchase of additional needed office desk.
2. \$300.00 payable to Tom Foose, for review of herp list from Frank Slavens - for adoption for in-house computer software use.

Thank you,

Sincerely,

A handwritten signature in cursive script, appearing to read "Nate Flesness".

Nate Flesness
ISIS Program Director

Fdn Request

May 8, 1985

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payments from the Minnesota Zoological Garden Foundation's restricted funds under the designated categories:

<u>Payee</u>	<u>Amount</u>	<u>Designated Fund</u>
<i>9-85</i> Minnesota Zoological Garden	\$680.69	(1) \$585 Onan Family Fund for scientific conferences (2) \$ 95.69 from the Society - Seminars account.

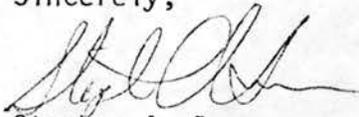
Grant 9-85

The above payment is to reimburse the zoo for prepayment of registration fees for the Zoo's Research Biologist and one of the Zoo's Curators to attend the International Theriologist Conference in Canada this summer.

The Onan Foundation has approved the use of the remaining balance of their 1982 grant for staff to attend this international conference of mammalogists, as indicated in the attached letter. Further documentation of the costs are attached for your information.

Please call if you have questions on this request for reimbursement.

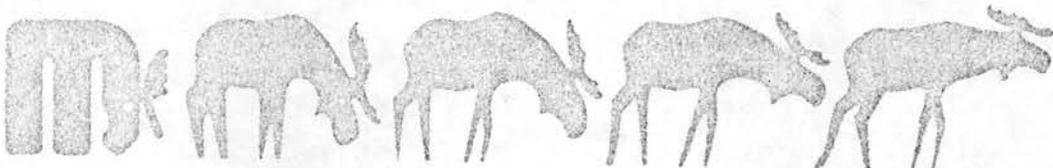
Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachments



COMMERCIAL STATE BANK
ST. PAUL, MINNESOTA 55102

90-010.0
ACCOUNT NUMBER

AUTHORIZED

WE CHARGE TO YOUR ACCOUNT

Total to request
680.69

FOR Commodore Draper
Account

\$ 680.69

DEBIT

[Min. Zoological Garden
675.69
5.00 service chg.]

PURCHASER'S RECEIPT - RETAIN FOR YOUR RECORDS

AMERICAN
NATIONAL BANK • SAINT PAUL
American National Bank and Trust Company
Fifth and Minnesota Streets • St. Paul, MN 55101

6345

REMITTER

MINNESOTA ZOOLOGICAL GARDENS

PAYABLE TO

SECRETARIAT, IV-ITC

APRIL 29

85

NOT NEGOTIABLE

915.20 CD
(CANADIAN DOLLARS)

NINE HUNDRED FIFTEEN AND 20/100 CANADIAN DOLLARS

CANADIAN IMPERIAL BANK OF COMMERCE
INTERNATIONAL BANKING CENTRE
WINNIPEG, MANITOBA

MEMORANDUM

FOR

Susan M. Koenig

ADVANCE REGISTRATION FORM

(all charges in CDN\$)

NAME: TILSON RONALD
DON CARLOS MICHAEL
(Last Name) (First Name)
 ADDRESS (Street or Institution) MINNESOTA ZOO
JOHNNY CAKE RIDGE ROAD
 CITY: APPLE VALLEY, MN COUNTRY: 55124 USA
 Names of accompanying family members: Ø

I wish to register for the following:

- 1) Wildlife Disease Association:
- Regular @ CDN \$50.00 \$ _____
 - Student @ CDN \$35.00 \$ _____
- (After 30th April, add \$10.00 to each of the above fees)
- Extra barbecue tickets @ \$10.00 \$ _____
 - Extra banquet tickets @ \$15.00 \$ _____
 - Fellowship breakfast @ \$3.50 \$ _____
- TOTAL TO WDA: \$ _____
- 2) ITC
- Regular @ \$150.00 (does not include banquet) X 2 \$ 300.00
 - Late (after 30th April, 1985) @ \$175.00 \$ _____
 - Associate @ \$50.00 \$ _____
 - 2 banquet tickets @ \$20.00 \$ 40.00

POST-CONGRESS TOURS	Estimated Total	Minimum Deposit	
High Arctic	\$1,800.00	\$ 500.00	\$ _____
Low Arctic	1,100.00	300.00	\$ _____
Subarctic	900.00	300.00	\$ _____
Mountains	500.00	200.00	\$ _____
Pacific Coast			
Vancouver only	240.00	100.00	\$ _____
Pacific Rim Park	400.00	200.00	\$ _____
Queen Charlotte Is.	1,550.00	500.00	\$ _____
Fossil sites	450.00	100.00	\$ _____

PRE-CONGRESS TOUR—

Queen Charlotte Is.	1,600.00	500.00	\$ _____
---------------------	----------	--------	----------

TOTAL TO ITC:..... \$ 340.00

- 3) Reindeer/Caribou Symposium: Regular @ \$75.00 \$ _____
- 4) Accommodation/Meals at Lister Hall (Total from Form B) \$ 575.20

DO NOT WRITE BELOW DOUBLE LINE
 (for office use only)

915.20
 Canadian

TOTAL TO WDA \$ _____ date _____

TOTAL TO ITC..... \$ _____ date _____

TOTAL TO RCS..... \$ _____ date _____

TOTAL TO LISTER HALL \$ _____ date _____

GRAND TOTAL..... \$ _____

Amount received \$ _____ date _____

Receipt number..... date _____

RETURN white and yellow copies of this form and the Accommodation Form (Form B) with payment to:

IV ITC Secretariat
 P.O. Box 632, Sub 11
 The University of Alberta
 Edmonton, Canada
 T6G 2E0

Enclose remittance in CANADIAN DOLLARS made out to: ITC4

Retain pink copy for your records.

May 7, 1985

Ms. Susan J. Smith
Executive Director
Onan Family Foundation
West Shelard Plaza Building
St. Louis Park, Minnesota 55426

Dear Ms. Smith:

The Minnesota Zoo, through the Minnesota Zoological Garden Foundation (MZGF), was the recipient of a \$2,000 grant from the Onan Family Foundation in 1982 to fund travel costs for staff to attend an international conference in Helsinki; a state order prohibiting travel by agency staff prevented attendance at the proposed conference, but the Onan Family Foundation agreed that the funds could be retained by the MZGF for support of other scientific conference travel.

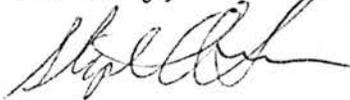
In June 1983, \$1,070 of the \$2,000 grant was used to send the Zoo's Veterinarian and Zoo Veterinarian Technician to a conference in Cincinnati entitled "Reproductive Strategies in Endangered Species." In April 1984, \$345 from the grant was used to cover part of the expenses incurred in sending the Zoo's Director of Animal Programs to the IUCN (International Union for Conservation of Nature and Natural Resources) Cat Specialist Group Conference in Kahna, India.

We now propose to use the balance of the original grant (\$585.00) to help fund costs for the Zoo's Research Biologist and one of the Zoo's Curators to attend the International Theriologist Conference in Edmonton, Alberta, Canada in August of this year.

Prior to requesting the funds from the MZGF for conference registration fees which must be prepaid, I would like to be assured that this use of the remaining funds is approved by the Onan Foundation. A synopsis of the conference will be sent to Mr. David W. Onan II, as was the case with both of the other conferences funded by the Onan Foundation.

Please indicate your approval of the use of the remaining balance in the MZGF Onan grant fund by signing below and returning to me. Please call me at the telephone number listed above if you have any questions about this request.

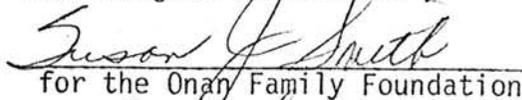
Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

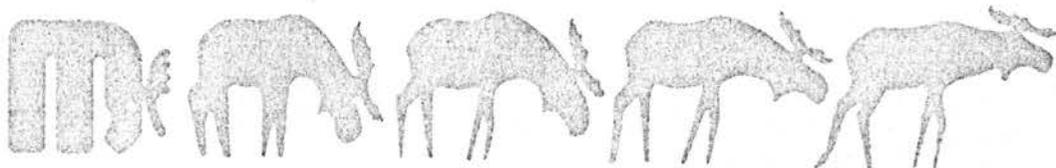
The balance of the Onan Foundation grant, administered by the MZGF, is approved for payment of costs incurred for the International Theriologist Conference.


for the Onan Family Foundation

\$-7-85
(date)

Exec. Dir.

per telecon



*Fds
ref.*

March 18, 1985

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payments from the Minnesota Zoological Garden Foundation's restricted funds under the ISIS category, as requested by Nate Flesness, ISIS Project Manager:

#	Payee	Amount	Purchased Item
4-85	Seaware Corp.	\$ 30.00	Extended Batch Language (EBL) for PC's
5-85	J & M Systems, Ltd.	\$ 99.00	Memory Minder--disk drive diagnostic
6-85	Borland International	\$ 164.85	SuperKey, Turbo Graphix, upgrade to TurboPascal 3.0
7-85	Garnatz & Grovender	\$ 735.00	FORTTRAN programming on ISIS mainframe in support of micro-computer project
8-85	Tom Foose	\$ 300.00	Editing 6000 Mammalian Range abbreviations

Attached is a copy of the request memo for the above checks. As in the past, ISIS will submit copies of shipping documents when the items listed above are received.

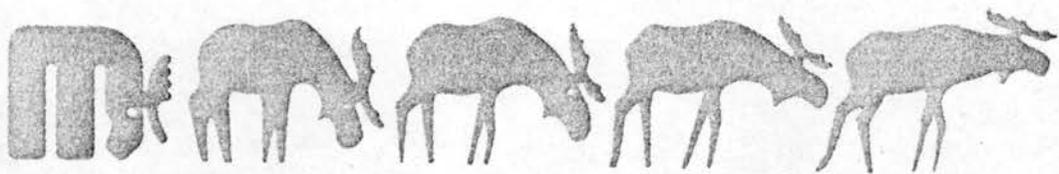
If you have questions on any of the payments, please call me.

Sincerely,

Stephen A. Iserman
General Director

SAI:gdb

Attachment





International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

14 March 1985

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, MZG General Director

FM: Nate Flesness, ISIS

RE: St. Paul Foundation funds

I'd like to request that the following checks be drawn on the ISIS account at the St. Paul Foundation. We will provide copies of the shipping papers back to the Foundation when items are received.

Payable To:	Amount:	Items purchased
Seaware Corp.	\$30	Extended Batch Language (EBL) for PC's
J&M Systems, Ltd.	\$99	Memory Minder - disk drive diagnostic
Borland Int'l	\$164.85	SuperKey, Turbo Graphix, upgrade to TurboPascal 3.0
Garnatz & Grovender	\$735	FORTTRAN programming on ISIS mainframe in support of micro-computer project
T.Foose	\$300	Editing 6000 Mammalian Range abbreviations

Thank you

Nate Flesness

February 4, 1985

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

*orig to all 7
Nary Popple
Natatic*

Dear Mr. Verret:

Please make the following payments from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category:

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
3-84 Minnesota Zoological Garden	\$84,800.00	Grant No. 3-84 (tiger pier) Northern Trail designation <i>rec'd</i>
3-85 Minnesota Zoological Garden	\$10,000.00	F. R. Bigelow grant -- Zooplan consultant contract <i>1</i>
1-85 Borland, International	\$119.90	ISIS -- see attached <i>rec'd</i>
2-85 Fox & Geller, Inc.	\$199.00	ISIS -- see attached <i>rec'd</i>

The two grants payable to the Minnesota Zoological Garden are needed by March 1, 1985.

Documentation for the ISIS grants is attached. As in the past, I have asked Nate Flesness (ISIS project director) by a copy of this letter to send you copies of invoices upon receipt of the software.

If you have any questions on any of the payments, please call me.

Sincerely,

*original
SAI*

Stephen A. Iserman
General Director

SAI:gdb
Enc.

cc: Nate Flesness





International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

TO: Steve Iserman, General Director

A Program of the American Association
of Zoological Parks and Aquariums

FM: Nate Flesness, ISIS *NRF*

RE: St. Paul Foundation Funds

I'd like to request that two checks be issued from the funds held on our behalf by the St. Paul Foundation. These are to pay for computer software needed for our within-zoo animal records software project.

\$119.90 payable to Borland, International. This is for Turbo Pascal Tutor, and the non-copy-protected Sidekick, plus the \$10 handling.

\$199.00 payable to Fox & Geller, Inc. This is for Quickreport.

If the checks can be sent to the ISIS office, we will handle the order from there.

Thanks.

DEPARTMENT MINNESOTA ZOOLOGICAL GARDEN

Office Memorandum

TO: Dick Buske

DATE: 1/24/85

FROM: Jim Rognlie 

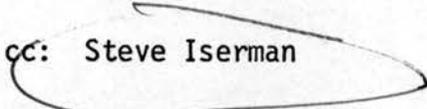
PHONE: x302

SUBJECT: CONSTRUCTION SCHEDULE FOR TIGER PIER

Attached is the construction schedule for the tiger pier.

We can expect an invoice for the project in March for \$104,700; however, we will withhold 10% of the project until final punchout. We may have some architectural fees in February for \$2,000.

JR:gdb

cc: Steve Iserman *Genny,*

Letter to Noland for \$10,000 on Feb 15 for
Zooplan + \$120,000 for Tiger Pier on Mar 1.



file

Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

February 20, 1985

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On February 5, 1985, the Minnesota Zoological Garden requested payments of \$199 to Fox & Geller, Inc. and \$119.90 to Borland International. In accordance with this request, Grant Numbers 1-85 and 2-85 in the amounts of \$199 and \$119.90 have been approved for the following requested purposes:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
1-85	Borland International	Purchase of computer software	\$119.90	ISIS	2/5/85
2-85	Fox & Geller, Inc.	Purchase of computer software	\$199	ISIS	2/5/85

Since these grants are for payments of invoices, please report that the funds have been used for the approved purposes.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:nl
Encl.

*cc: Allison Huiras
Checks direct to ISIS*

mz3a



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

February 20, 1985

*Call Allison
get balances*

Mr. Stephen A. Iserman
General Director
Minnesota Zoological Garden
Apple Valley, MN 55124

Dear Mr. Iserman:

Re: Grant No. 3-84

On May 4, 1984, a discretionary grant of \$153,500, to Minnesota Zoological Garden for development of the Northern Trek was approved.

Enclosed please find a check in the amount of \$84,800 from the Northern Trek Fund which represents the third and final payment of the grant authorized.

In all future correspondence, please refer to the Grant Number shown above.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:nl
Encl.

mz3F

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

2493

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
2/19/1985	Minnesota Zoological Garden Grant From Northern Trek	84,800.00		84,800.00

CHECK DATE	CONTROL NUMBER	TOTALS	AMOUNT	NET AMOUNT
2/19/1985	2493		84,800.00	84,800.00

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2493

**PAY
TO THE
ORDER OF**

Minnesota Zoological Garden

DATE

2/19/1985

CONTROL NO.

2493

AMOUNT

\$84,800.00***

Paul A. Verndt, Jr.
Paul A. Verndt, Jr.



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

December 4, 1984

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On November 28, 1984, the Minnesota Zoological Garden requested payments of \$321, \$3,295.05 and \$1,842.00. In accordance with this request, Grant Number 9-84 in the amount of \$321, Grant Number 10-84 in the amount of \$3,295.05 and Grant Number 11-84 in the amount of \$1,842 have been approved for the following requested purposes:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
9-84	Minnesota Zoological Garden	Payment of stipend for David Clugston, veterinary technician intern	\$321	Interns	11/28/84
10-84	Teleterminals	Purchase of IBM PC-XT	\$3,295.05	ISIS	11/28/84
11-84	PC Connections	Purchase of extra memory chips, modems, and dBase III software	\$1842	ISIS	11/28/84

Since these grants are for payments of invoices, please report that the funds have been used for the approved purposes.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

cc: Allison so you will know what to do with checks. Please give to Dick B. when checks are received so he can enter them in Flx. grant books. Thanks, Gary

November 27, 1984

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payments from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category:

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Teleterminals (For purchase of an IBM PC-XT)	\$3,295.05	ISIS
PC Connection (For purchase of extra memory chips, modems, and dBase III software)	\$1,842.00	ISIS

Attached is a memo of request from Nate Flesness, ISIS Project Manager. Copies of the paid invoices will be sent to you as verification of the purchases as soon as they are received.

Sincerely,

Stephen A. Iserman
General Director

SAI:gdb

Attachment



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

26 November 1984

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, MZG General Director

FM: Nate Flesness, ISIS *Nate Flesness*

RE: Request for checks from the St. Paul Foundation

Funds from the three zoos co-sponsoring our project to build animal records software for microcomputers are being deposited in an "ISIS Account" at the St. Paul Foundation. I would like to request that two checks be issued from this account, to pay for microcomputer equipment needed for the project.

One check for \$3295.05 payable to Teleterminals, for purchase of an IBM PC-XT.

One check for \$1842.00 payable to PC Connection, for purchase of extra memory chips, modems, and dBase III software.

We will forward the checks to the companies and provide copies of the paid invoices when they are received. Please call me if there are any questions.
Thanks.

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

2489

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
12/3/1984	Teleterminals Grant From ISIS	3295.05		3295.05
CHECK DATE	CONTROL NUMBER	TOTALS		
12/3/1984	2489	3295.05		3295.05

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2489

PAY
TO THE
ORDER OF

Teleterminals

DATE

12/3/1984

CONTROL NO.

2489

AMOUNT

\$3,295.05***

Maureen C. Johnson



MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

2490

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
12/3/1984	PC Connection Grant From ISIS	1842.00		1842.00
CHECK DATE 12/3/1984	CONTROL NUMBER 2490	TOTALS	1842.00	1842.00

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2490

PAY
TO THE
ORDER OF

PC Connection

DATE

12/3/1984

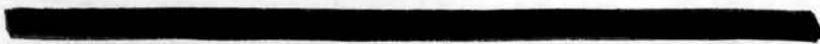
CONTROL NO.

2490

AMOUNT

\$1,842.00***

Marian C. Toland



November 27, 1984

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payment from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category.

9-84

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Minnesota Zoological Garden (For payment of a stipend for David Clugston, a veterinary technician intern from the U. of M. - Waseca)	\$321.00	Society - Interns

The above named intern will complete his three month internship at the zoo (9/25/84 - 12/14/84) in mid-December. The stipend for the internship has to be processed through the state payroll system since U of M Waseca requires FICA contributions. If you have any questions about this request, please call me.

Sincerely,

Stephen A. Iserman
General Director

SAI:gdb



DEPARTMENT MZG - Personnel

Office Memorandum

TO: Ginny Bender

DATE: 9-12-84

FROM: Dave Ingebritson
Intern/Coordinator

PHONE: X212

SUBJECT: Vet. Tech. Intern

It is my understanding that Dr. Armstrong has made arrangements for a \$300 stipend from remaining society monies to be used towards a Vet. Tech. Intern. We will pay the intern through the regular payroll system, with the society monies being used to reimburse Dr. Armstrong's salary budget for the salary expense plus FICA.

The check should be made payable to the Minnesota Zoological Garden.
Salary Expense ; \$300 + 7% FICA = 321.00

Student name: David Clugston
School: University of Minnesota at Waseca
Date: 9-25-84 - 12-14-84

U of M Waseca requires interns be making FICA contributions, and after discussing this situation with Central Payroll and DOER the only solution seems to be to pay him through the payroll system. This will make FICA contributions possible.

I suggest that we hold off on requesting the Society monies until the internship is ^{neatly} completed. I will advise you when this has been done.

If you require any further information please let me know.

**MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION**

2485

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
10/23/1984	Minnesota Zoological Garden Society Conference Grant For honorarium	\$100.00		\$100.00
CHECK DATE	CONTROL NUMBER	TOTALS		100.00
10/23/84	2485			100.00



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

October 24, 1984

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On October 16, 1984, the Minnesota Zoological Garden requested payment of \$100. In accordance with this request, Grant Number 8-84 in the amount of \$100 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
8-84	Minnesota Zoological Garden	Reimbursement for Dr. Lovejoy's honorarium	\$100	Society- Conferences & Seminars	10/16/84

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:nl
Encl.

mzla

MZGF Requests
and Funds

October 16, 1984

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, MN 55101

Dear Mr. Verret:

Dr. Thomas Lovejoy, of the World Wildlife Fund has agreed to present a seminar to zoo staff and visitors at the zoo on Thursday, October 18. His honorarium for the presentation is \$100, which the zoo is paying from its imprest cash funds.

Therefore, I request reimbursement to the zoo's account from Minnesota Zoological Garden Foundation's restricted account as listed below.

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Minnesota Zoological Garden (reimbursement for Dr. Lovejoy's honorarium)	\$100.00	Society - Conferences & Seminars

Thank you.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

cc: Allison Huiras, MZG Finance



DEPARTMENT Biological Programs

Office Memorandum

TO: Ginny Davies

DATE: October 15, 1984

FROM: John Lewis *JL*

PHONE: X 260

SUBJECT: Request for Honorarium Fee

On October 18, 1984 Dr. Thomas Lovejoy of the World Wildlife Fund will be at the Minnesota Zoo to present a seminar. His honorarium for this presentation is \$100.

Please request a check for \$100 from the Minnesota Zoological Foundation to reimburse the MZG impressed checking account as his honorarium will initially be paid from this account.

Thank you.

JL:ad

cc: Allison Huiras



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

October 24, 1984

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On October 11, 1984, the Minnesota Zoological Garden requested payment of \$120. In accordance with this request, Grant Number 7-84 in the amount of \$120 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
7-84	Steven A. Reisman	Payment for tape-reading consultation	\$120	ISIS	10/11/84

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:n1
Encl.

n1.10/23z

October 11, 1984

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Dear Mr. Verret:

Please make the following payment from Minnesota Zoological Garden Foundation designated funds.

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Steven A. Reisman 1114 - 17th Avenue North Minneapolis, MN 55411	\$120.00	ISIS

The invoice for the payment, along with the request from ISIS Project Director, Nathan Flesness, is attached for your records.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

Attachment





ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

10 October 1984

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, General Director

FM: Nate Flesness, ISIS Program Director *NF*

RE: Request for check from Foundation funds

Mr. Reisman provided some expert tape-reading consultation for ISIS in a situation where time was critical. The work was completed to our full satisfaction in a timely way.

I would like to request that a check be issued in the amount of \$120.00 payable to Steven A. Reisman. It can be mailed directly to him, or sent through our office, whichever is most convenient. This should be from the St. Paul Foundation ISIS account, Mr. Reisman's address is on the enclosed letter.

Earl.

OCT 10 1984

1114 17th Avenue North
Minneapolis, Minnesota 55411
October 8, 1984

Nate Flesness
ISIS Project Director
Minnesota Zoological Garden
12101 Johnny Cake Road
Apple Valley, Minnesota 55124

Dear Nate,

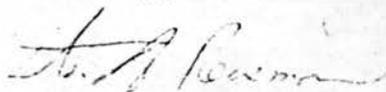
This is an invoice for work I performed last month on the KERMIT project. I developed a CCL procedure for extracting information from tape TTKERM's multifiles and saving it on disk.

The procedure and its associated job deck are stored on your UCC account ZZZ6847 as file TAPEJOB. I also wrote a small job to list the labels on TTKERM. That job and its output are also stored on disk.

I spent 3 hours on the project. At \$40 per hour my charge comes to \$120.00. Please send it to me at the above address.

I enjoyed working on this, and if any other related work is available I'd be interested in hearing about it.

Sincerely,



Steven A. Reisman

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

2486

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
10/23/1984	Steven A. Reisman ISIS Grant	\$120.00		120.00
<i>per letter invoice dated 10/8/84 to ISIS</i>				
CHECK DATE	CONTROL NUMBER	TOTALS		
10/23/1984	2486	120.00		120.00

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2486

PAY
TO THE
ORDER OF

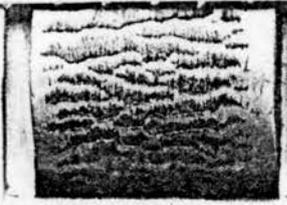
Steven A. Reisman
1114 - 17th Avenue North
Minneapolis, MN 55411

DATE
10/23/1984

CONTROL NO.
2486

AMOUNT
\$120.00***

Thomas O'Connell





Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

September 25, 1984

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On September 19, 1984, the Minnesota Zoological Garden requested payment of \$350. In accordance with this request, Grant Number 6-84 in the amount of \$350 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
6-84	Fox & Geller	Purchase of dBase III utilities	\$350	ISIS	9/19/84

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:nl
Encl.

nl.9/25z

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

2484

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
9/25/1984	Fox & Geller Grant by ISIS	350.00		350.00
CHECK DATE 9/25/1984	CONTROL NUMBER 2484	TOTALS		350.00
			350.00	350.00

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2484

PAY
TO THE
ORDER OF

Fox & Geller

DATE

9/25/1984

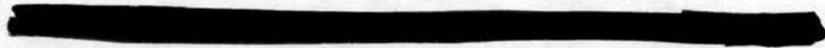
CONTROL NO.

2484

AMOUNT

\$350.00***

Thomas C. Geller



September 19, 1984

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

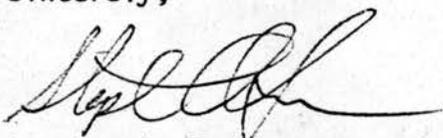
Dear Mr. Verret:

Please make the following payment from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category:

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Fox & Geller	\$350.00	ISIS

The above payment is for purchase of dBase III utilities requested by Nate Flesness, ISIS project director. I have asked Nate to send you a copy of the shipping order signed by him indicating receipt of the product as ordered as verification of the purchase for your files.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb

cc: Nate Flesness





International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

18 September 1984

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman

FM: Nate Flesness

RE: St. Paul Foundation check issuing

I would like to request that two checks be issued from the ISIS account at the St. Paul Foundation:

1. \$350.00 payable to Fox & Geller - for purchase of dBase III utilities.
2. \$350.00 payable to Tom Foose - for studbook work he is doing for ISIS while on leave time from AAZPA.

Thank you,

Nate Flesness

Nate Flesness

*Delete per NF
phone request 9/19*

Please provide the ISIS office with both checks.

~~Tom~~
& Base III only

stop issue
Tom Foster
check

Steve —
Nate called to ask
that the loose
payment be
deleted because of
possible completed
of interest.

September 18, 1984

Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

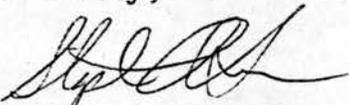
Dear Mr. Verret:

Please make the following payment from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category:

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Fox & Geller, for purchase of dBase III utilities	\$350.00	ISIS
Tom Foose, for studbook work	\$350.00	ISIS

Documentation for the above payments is attached. I have asked ISIS project director, Nate Flesness, to verify that the funds requested are for the purposes stated above.

Sincerely,


Stephen A. Iserman
General Director

SAI:gdb
Enc.

cc: N. Flesness



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

18 September 1984

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman

FM: Nate Flesness

RE: St. Paul Foundation check issuing

I would like to request that two checks be issued from the ISIS account at the St. Paul Foundation:

1. \$350.00 payable to Fox & Geller, - for purchase of dBase III utilities.
2. \$350.00 payable to Tom Foose - for studbook work he is doing for ISIS while on leave time from AAZPA.

Thank you,

Nate Flesness

Nate Flesness

Please provide the ISIS office with both checks.

*registrar
52,000
JK*

August 16, 1984

Ms. Mariam C. Noland, Vice President
The Saint Paul Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Re: Grant No. 3-84

Dear Ms. Noland:

Please consider this letter my request for the September 1984 draw of \$40,000 under the above-referenced grant approved on May 4, 1984.

This payment represents the second payment of the five planned since the draw projected for June 1984 was not needed.

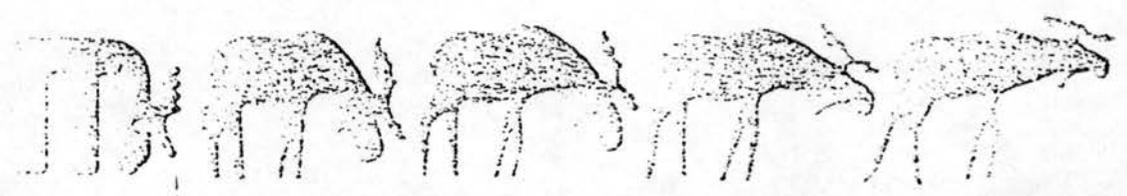
Please call if you need any further information about this request.

Sincerely,

[Signature]
Stephen A. Iserman
General Director

SAI:gdb

3-84
5/18/84 *28,700*
~~*1300*~~
9/84 *40,000*
2/85 *84,800*
\$ 153,500



DEPARTMENT MINNESOTA ZOOLOGICAL GARDEN
Operations & Finance

Office Memorandum

TO: STEVE ISERMAN

DATE: March 1, 1984

FROM: DOUG RICKABAUGH *[Signature]*

PHONE: X303

SUBJECT: CASH REQUEST PLAN

Below is an approximate schedule for drawing cash from Saint Paul Foundation. This schedule is based on the "Short Term Zoo Development Projects Implementation Schedule."

April	\$ 5,000
May	23,700
June	4,800
July	0
August	0
September	40,000
October	40,000
November	40,000
	<u>\$153,500</u>

Handwritten notes:
 May 84 28,700
 Sept 84 40,000
 Feb 85 84,800
 \$ 153,500

Handwritten notes in a box:
 9/1 MZGF
 7/4/84
 pu



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

August 20, 1984

Mr. Stephen A. Iserman
General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

Re: Grant No. 3-84

On May 4, 1984, a discretionary grant of \$153,500 to Minnesota Zoological Garden for development of the Northern Trek was approved.

Enclosed please find a check in the amount of \$40,000 from the Northern Trek Fund which represents the second of five payments of the grant authorized.

In all future correspondence, please refer to the Grant Number shown above.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:jh
Encl.

6/20/84
DAVIES

jh.8/20

MINNESOTA ZOOLOGICAL
GARDEN FOUNDATION

FIRST BANK SAINT PAUL
ST. PAUL, MN 55101
22-1/960

2482

PAY
TO THE
ORDER OF

Minnesota Zoological Garden

DATE

8/20/1984

CONTROL NO.

2482

AMOUNT

\$40,000.00***

Raymond J. [Signature]
Paul Albert [Signature]



requisition

*W. Larson/Connell \$2,000
W. Larson
Signed by JR*

August 16, 1984

Ms. Mariam C. Noland, Vice President
The Saint Paul Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

Re: Grant No. 3-84

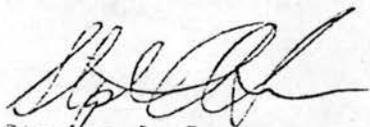
Dear Ms. Noland:

Please consider this letter my request for the September 1984 draw of \$40,000 under the above-referenced grant approved on May 4, 1984.

This payment represents the second payment of the five planned since the draw projected for June 1984 was not needed.

Please call if you need any further information about this request.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb





Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

August 3, 1984

Mr. Stephen A. Iserman
Acting Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

On July 30, 1984, the Minnesota Zoological Garden requested payment of \$100. In accordance with this request, Grant Number 5-84 in the amount of \$100 has been approved for the following requested purpose:

<u>Grant No.</u>	<u>Grantee</u>	<u>Purpose</u>	<u>Amount</u>	<u>Fund</u>	<u>Date Requested</u>
5-84	Columbia University	Purchase of Software	\$100	ISIS	7/30/84

Since this grant is for payment of an invoice, please report that the funds have been used for the approved purpose.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:jh
Encl.

jh.8/3b

Note - please follow up on the last paragraph. A copy of the shipping order, signed & receipted by you, is probably all that is required if the Grant No. is noted. Thanks. Signed

*Requests
for MZGK
funds*

July 30, 1984

Mr. Paul Verret, Secretary
Minnesota Zoological Garden Foundation
1120 Norwest Center
St. Paul, Minnesota 55101

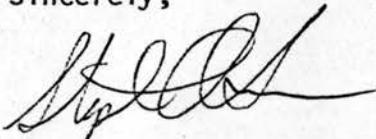
Dear Mr. Verret;

Please make the following payment from the Minnesota Zoological Garden Foundation's restricted zoo funds under the designated gift category:

<u>Payee</u>	<u>Amount</u>	<u>Gift Category</u>
Columbia University	\$100.00	ISIS fund

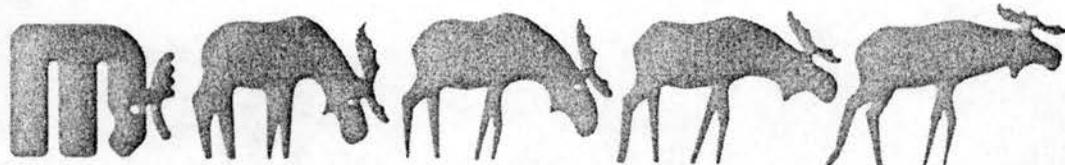
Attached is a letter from Nate Flesness, Director of the ISIS program explaining the purpose of the payment which is to purchase software needed for their program.

Sincerely,



Stephen A. Iserman
General Director

SAI:gdb
Attachment



ISIS

International Species Inventory System



ISIS-Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
U.S.A.
Telephone: (612) 432-9010

27 July 1984

A Program of the American Association
of Zoological Parks and Aquariums

TO: Steve Iserman, MZG General Director

FM: Nate Flesness

RE: ISIS Funds held by the St. Paul Foundation

I've arranged for a series of deposits to be made on ISIS' behalf at the St. Paul Foundation. The first one, \$2500 from the Brookfield Zoo, has already arrived, and I've spoken briefly with Ms. Mariam Noland to warn her that there will once again be activity in the account.

I will once again be requesting checks be issued. We need the first one now. It is in the amount of \$100, for purchase of a tape containing the "KERMIT" software interchange protocols.

\$100.00 payable to:

Columbia University

We will forward the check with our order blank for the software.

Thanks,

Nate
Nate Flesness



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

May 18, 1984

Mr. Stephen A. Iserman
General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

Re: Grant No. 3-84

On May 4, 1984, a discretionary grant of \$153,500 to Minnesota Zoological Garden for development of the Northern Trek was approved.

Enclosed please find a check in the amount of \$28,700 from the Northern Trek Fund which represents the first of five payments of the grant authorized.

In all future correspondence, please refer to the Grant Number shown above.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:mn
Enc.

STATE OF MINNESOTA

SF-00008-03

OFFICE INFORMATION MEMO

	DATE 6/29	TIME
TO Ginny	LOCATION	
FROM Allison	LOCATION	
PHONE NO. ()	MESSAGE TAKEN BY	

- Called Please call Was here to see you
 Urgent Will call again Returned your call

ACTION

- As we discussed For your information Take appropriate action
 As you requested For your approval Prepare reply for my sig.
 Review and see me For signature Reply and send me copy
 Review and return Notify staff File Dispose

PHOTOCOPY

- One side only Collate
 _____ No. of copies Head to head Staple
 _____ Date needed Head to foot Other _____

TYPING

- Rough draft Final copy
 Single space Memo
 _____ Double space Letterhead
 Date needed Rush Carbons _____

REMARKS/MESSAGES

Sorry I forgot to
xerox this when you
were here!

X Over

Do you think this is something
the Board would be interested
in getting a copy of?

Let me know.

Allison

As of 6/14/84

Project #	Description	Gift Fund		Foundation	
		22150:13:69 Designated	Actual	22150:24:69 Designated	Actual
	Total Cash Designated by Zoo Board	142593.00		153500.00	
2	Beaver Exhibit	4500.00	(1417.90)		
3	Burrowing Animals	1000.00			
4	Interaction Video	10000.00	(10147.75)		
	Print Guide + Tropics	2500.00			
5	Improve visitor sus	3000.00	(400.00)		
	1/2 time Volunteer Coord.	10000.00	(1638.82)		
	Nocturnal Sound Sys.	1200.00	(5716.73)		
	Nursery Holding	4400.00			
	Video - Ski Lodge	1500.00			
	Whale Tank Sound Sys.	400.00			
	Dolphin Sys	1000.00			
	Animal Sound Tapes	1000.00			
	Electronic Boards	400.00			
16	MN Fish Exhibit (wel)	4000.00			
11	Banners & entry	2000.00	(4296.80)		
9	Sloth Bear Viewing	2000.00			
12	Whale Seating				
10	Improve Picnic Area		(15845.91)		
	Animal Acquisition	46213.00	(22352.28)		
	Seals	5000.00			
20	Tropics Nocturnal	40000.00	(32736.01)		
16	MN Fish Exhibit	2480.00			
	Tiger Viewing			120000.00	
13	Shade Benches			21000.00	(14689.08)
15	Attracting Birds (Force)			27000.00	(2997.25)
14	Landscaping Lake			50000.00	
	Exhibit Viewing - Tiger			4800.00	
	Wallaby Exhibit	—	(2352.487)		
		142593.00	(118079.07)	153500.00	(176.33)



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

cc DR
5-16-84

May 14, 1984

Mr. Stephen A. Iserman
General Director
Minnesota Zoological Garden
Apple Valley, Minnesota 55124

Dear Mr. Iserman:

Re: Grant No. 3-84

On May 4, 1984, a discretionary grant of \$153,500 to Minnesota Zoological Garden for development of the Northern Trek was approved.

Enclosed find an original and copy of the Terms of Grant agreement related to this grant. Please make special note of all the provisions and procedures indicated. Sign and return the original to my office as soon as possible indicating your acceptance. No check can be issued until the Terms of Grant agreement has been received.

It is anticipated that payments will be made as follows:

May	-	\$28,700
June	-	4,800-
September	-	40,000
October	-	40,000
November	-	40,000

as of 6-74
4,689 + 3,000
obligated

In all future correspondence, please refer to the Grant Number shown above.

Sincerely yours,

Mariam C. Noland
Vice President
The Saint Paul Foundation

MCN:mn
Enc.



Minnesota Zoological Garden Foundation

1120 Norwest Center
Saint Paul, Minnesota 55101

(612) 224-5463

TERMS OF GRANT

Please Read Carefully!

I. Acceptance of Grant

The grant to your organization from the Minnesota Zoological Garden Foundation is for the explicit purpose(s) described in the Grant Resolution and is subject to your acceptance of the terms described therein.

To acknowledge this agreement and accept the grant, return a signed copy of this "Terms of Grant" to the Minnesota Zoological Garden Foundation. Keep the other copy for your files. Please refer to the grant number and title in all communications concerning the grant.

Grantee: Date Authorized:

Minnesota Zoological Garden May 4, 1984

Grant Number: 3-84 Amount Granted: \$153,500

Grant Resolution:

RESOLVED that a discretionary grant of \$153,500, to Minnesota Zoological Garden, for development of the Northern Trek, is approved.

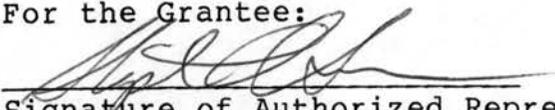
Foundation Officer for this Grant: Mariam C. Noland

II. Review of Grant Activity

The grantee will furnish the Minnesota Zoological Garden Foundation with written verification the grant has been expended for the stated purpose.

In accepting this grant, the grantee accepts the terms stated in this agreement.

For the Grantee:



Signature of Authorized Representative

5/16/84

Print Name, Title, Date

Form Approved 3/24/82