



DU PAGE COUNTY

Animal Services Committee

Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, January 21, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Chair Krajewski at 7:32 AM.

2. ROLL CALL

PRESENT:	Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge
ABSENT:	Cynthia Cronin Cahill and District 5 Dawn DeSart

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski remarked that ticket sales are live for the DAF Gala on April 25, 2025 at the Sheraton Naperville Lisle. Former County Board member Karen Romano, and DAF Board Directors Deanna Wilkins and Jennifer Martin, are co-chairs of the event. Tickets and sponsorships have already been sold. Committee members were asked to spread the word and forward any contacts that should receive gala information to Foundation Coordinator Jillian.

Facilities Management provided an update on current construction-related HVAC issues. Facilities Management is working to remedy any issues.

Chair Krajewski introduced Deputy Administrator Veterinarian Dr. Kristin Tvrdik to the committee.

5. MINUTES APPROVAL

5.A. [25-0182](#)

Animal Services Committee - Regular Meeting - Tuesday, November 19, 2024

Attachments: [Summary Minutes November-2024](#)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

6. PROCUREMENT REQUISITIONS**6.A. [25-0320](#)**

Decrease and close purchase order 6589-0001 SERV, issued to Covetrus North America LLC, in the amount of \$11,976.95. Contract has expired. (Animal Services)

Attachments: [3608 PetHealth Services CO #3 to decrease and close contract signed.pdf](#)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

6.B. [AS-P-0002-25](#)

Recommendation for the approval of a contract to Midwest Veterinary Supply, Inc., for the purchase of a Cold Laser Therapy System, for Animal Services, for the period of January 29, 2025 through January 28, 2026, for a contract total amount not to exceed \$33,919.42; per lowest responsible quote #24-104-ANS.

Attachments: [Midwest Veterinary Supply 24-104-ANS - PRCC](#)
[Midwest Veterinary Supply 24-104-ANS - Pricing Pages](#)
[Midwest Veterinary Supply 24-104-ANS - Bid Tabulation](#)
[Midwest Veterinary Supply 24-104-ANS - Ethics Disclosure](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

6.C. [25-0217](#)

Recommendation for the approval of a purchase order issued to Lombard Veterinary Hospital, to provide no-cost spay/neuter for eligible DuPage County residents, for Animal Services, for the period January 22, 2025 through November 30, 2025, for a contract total not to exceed \$23,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

Attachments: [LVH - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[LVH - Reimbursement Schedule for Participating Vets.pdf](#)
[LVH - Vendor Ethics](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

6.D. [25-0219](#)

Recommendation for the approval of a purchase order issued to Carriage Animal Hospital, to provide no-cost spay/neuter for eligible DuPage County residents, for Animal Services, for the period of January 22, 2025 through November 30, 2025, for a contract total not to exceed \$26,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

Attachments: [CAC - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[CAC - Reimbursement Schedule for Participating Vets.pdf](#)
[Vendor Ethics Placeholder](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

6.E. [AS-R-0001-25](#)

Correction of a Scrivener's Error in Resolution AS-CO-0002-23.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

7. GRANTS**7.A. [FI-R-0020-25](#)**

Acceptance and appropriation of interest earned on investment for the DuPage Animal Friends Unrestricted PY24 Grant, Company 5000 - Accounting Unit 1310, \$1,428. (Animal Services)

Attachments: [DAFUNR24 Appropriating Interest Budget - ATTACHMENT I](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Grant Eckhoff
SECONDER:	Paula Garcia

8. FINANCE RESOLUTION**8.A. [FI-R-0012-25](#)**

Additional appropriation for the Animal Services Fund, Company 1100 - Accounting Unit 1300, \$3,066,910. (Animal Services)

Attachments: [Attachment I - Budget Attachment](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

8.B. [FI-R-0013-25](#)

Additional appropriation for the Animal Services Fund, Company 1100 - Accounting Unit 1300, \$87,750. (Animal Services)

Attachments: [Attachment I - Budget Attachment](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

9. ADMINISTRATIVE UPDATE

Laura thanked Dr. Tvrdik and Dr. Susan Brown for stepping up to provide relief vet services while DCAS was seeking a new veterinarian.

Dr. Tvrdik provided a brief history of her education and background.

Laura and Dr. Tvrdik have been regularly discussing protocols and updates surrounding Avian Flu while keeping an eye on the cat population coming in from the outdoors. Information has been shared with the veterinary community, posted on social media and included in the Animal Services e-newsletter to educate various audiences on the signs, prevention and response to Avian Flu.

Laura shared that coyote calls are expectedly on the rise as it is coyote mating season. Residents are advised to not leave pets unattended and to adopt hazing techniques to deter coyotes.

Animal population is currently under 100 animals. Staff continue to maintain a lower animal population - especially for dogs - while kennel areas are being renovated. Construction is still on track to be substantially completed by the end of February. Laura praised the Facilities Management team for their expertise with facilitating design and informing her of ways in which to adjust operations to keep construction on track.

2024 intake/outcome data is being collected. Laura will have current Live Release Rate figures to share at the February meeting.

Laura offered assistance to any committee member(s) interested in having her or Jillian accompany them to meetings with prospective gala sponsors. Please send names and contact information to Laura or Jillian.

10. OLD BUSINESS

Chair Krajewski questioned whether Animal Services has been utilizing all collected Pet Population Funds for the low income spay/neuter voucher program. Laura confirmed that yes, all PPF revenue is exhausted at the end of each year. She added that annual PPF program expenses far exceed PPF revenue with the difference off-set by the Animal Services operating budget each year. Laura shared that DuPage County's program funds 100% of the spay/neuter, vaccines and microchipping for each participant in the spirit of reducing pet overpopulation and preventing intake, something that sets DuPage County apart from other counties.

Chair Krajewski requested additional municipal training on services available to municipalities and animal response best practices. Laura confirmed that municipal training is returning this year with content tailored to resources and field response at the local level. This training will be open to all municipalities and Forest Preserve rangers.

Member Rutledge asked for an update on Animal Services multipurpose room rental. Laura will have a price list available for the February meeting. Chair Krajewski asked ASA Prindle to provide direction on whether or not food/beverage/liquor can be offered and any permits/licenses required.

11. NEW BUSINESS

No new business was discussed.

12. ADJOURNMENT

With no further business, the meeting was adjourned.