



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, October 21, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

5. MINUTES APPROVAL

5.A. [25-2516](#)

Animal Services Committee - Regular Meeting - Tuesday, August 19, 2025

6. PROCUREMENT REQUISITIONS

6.A. [25-2518](#)

Second amendment to Contract 5853-0001 SERV, issued to RWE Design Build, to provide Professional Construction Manager Services on an At-Risk basis for the Animal Services Facility Addition, for a change order to extend the contract to November 30, 2026. No change in contract amount.

7. GRANTS

7.A. [FI-R-0165-25](#)

Acceptance and appropriation of interest earned on investment for the DuPage Animal Friends Unrestricted PY25 Grant, Company 5000 - Accounting Unit 1310, in the amount of \$1,471. (Animal Services)

8. ADMINISTRATIVE UPDATE

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT



Minutes

421 N. COUNTY FARM
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File #: 25-2516

Agenda Date: 10/21/2025

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

421 N. COUNTY FARM ROAD
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Tuesday, August 19, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Vice Chair Dawn DeSart at 7:30 AM.

2. ROLL CALL

With a quorum in the room, Vice Chair DeSart made a motion to allow Chair Krajewski to participate remotely. Member Cronin Cahill seconded. A Roll Call vote was taken. All were in favor.

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

No remarks were offered.

5. MINUTES APPROVAL

5.A. [25-1913](#)

Animal Services Committee - Regular Meeting - Tuesday, June 17, 2025

Attachments: [Summary Minutes June-2025](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

6. PROCUREMENT REQUISITIONS

6.A. [25-1938](#)

Recommendation for the approval of a contract to Patterson Veterinary Supply, Inc., to provide veterinary pharmaceuticals and medical supplies, for Animal Services, for the of period August 27, 2025 through August 26, 2026, for a contract total not to exceed

\$16,000; per lowest responsible quote.

Attachments: [Patterson Veterinary - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Patterson Veterinary - Price List](#)
[Patterson Veterinary - VE Placeholder](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

6.B. [**AS-P-0003-25**](#)

Recommendation for the approval of a contract to Covetrus North America, LLC, to provide veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period of September 14, 2025 through September 13, 2026, for a contract total not to exceed \$70,000; per bid #22-067-ANS. Third and final option to renew.

Attachments: [Covetrus - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Covetrus - Contract Renewal 22-067-ANS](#)
[Covetrus - PRICE LIST effective August 2025](#)
[Covetrus - Bid Tabulation 22-067-ANS](#)
[Covetrus - Bid Response 22-067-ANS](#)
[Covetrus - Vendor Ethics](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

7. **GRANTS**

7.A. [**FI-R-0130-25**](#)

Transfer of funding from the DuPage Animal Friends Foundation Coordinator Grant PY25, to the DuPage Animal Friends Unrestricted Grant PY25, Company 5000 - Accounting Unit 1310, \$3,903.21. (Animal Services)

Laura explained that funds were previously accepted for the part-time DAF Foundation Coordinator position which was vacated earlier this year. Unspent Foundation Coordinator funds will be rolled into the existing FY25 DAF Unrestricted grant.

Attachments: [Attachment I - DAFFC25 Budget Attachment](#)
[Attachment II - Transfer Funds from DAFFC25 to DAFUNR25](#)
[Attachment III - DAFUNR25 Budget Attachment](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

8. PERSONNEL

8.A. [FI-R-0131-25](#)

Approval of Employee Compensation and Job Reclassification Adjustments. (Animal Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Cynthia Cronin Cahill

8.B. [FI-R-0132-25](#)

Approval of revision to Personnel budget. (Animal Services)

New positions include: Associate Veterinarian, Animal Control Officer, Front Office Client Services Supervisor and Animal Caretaker.

Laura explained that while pay ranges are established by Human Resources for each position, actual salary is identified by Animal Services based on budget and market conditions.

Attachments: [Personnel Headcount Revision Form_Redacted.pdf](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

9. BUDGET TRANSFERS

9.A. [25-1902](#)

Transfer of funds from 1100-1300-53828 (contingencies), to 1100-1300-54120 (automotive equipment), in the amount of \$3,200, to cover final expenses for the upfit of two Animal Services transport vehicles. (Animal Services)

Attachments: [BT - AS - 08.19.25 Automotive Equipment](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

10. FY2026 ANIMAL SERVICES BUDGET PRESENTATION

Laura presented the FY2026 Animal Services budget to the committee.

Key takeaways:

- Animal intake for 2024 was 1,970 despite efforts to limit intake due to construction
- Live Release Rate increased to 94%
- Animal Control Officers conducted 1,325 animal investigations and completed 348 field calls
- 1,629 animals received community outreach medical services
- DCAS is prioritizing community services and education outreach for FY2026, including the soft launch of veterinary clinic services and on-site programming
- Animal Services will complete a reorganization in FY2026 which will include the addition of supervisory positions that will allow supervisors to step out of the day-to-day and manage their teams, while providing the support needed to meet increasing demand for services in a bigger shelter. Veterinary positions are being added to support the launch of veterinary clinic services.
- Once reorganization is completed, Animal Services will be comprised of 28 full-time, 4 part-time, and 3 seasonal staff members.
- No increase in registration fees is anticipated at this time.
- Final construction expenses are expected to be paid in FY26 once HVAC issues are resolved. County Facilities, the general contractor and engineers are working toward resolution.
- DuPage Animal Friends will continue to provide Animal Services with a \$50K annual unrestricted grant.

11. ADMINISTRATIVE UPDATE

Laura shared that demand for owner pet relinquishment is high and the availability of assistance for pets owners in need of relinquishing their pets in other counties is very low to nonexistent.

Animal Services will participate in Clear the Shelter by offering fee-waived adoptions for adult dogs and cats for the week of August 23rd - 30th. Puppy and kitten adoption fees will be half off during the same timeframe.

12. OLD BUSINESS

No old business was discussed.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURNMENT

With no further business, the meeting was adjourned.



Consent Item

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

File #: 25-2518

Agenda Date: 10/21/2025

Agenda #: 6.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
AS 10/21
CB 10/28

Date: Sep 15, 2025

MinuteTraQ (IQM2) ID #: AS-P-0165-22

Purchase Order #: 5853-0001-SERV	Original Purchase Order Date: Jun 24, 2022	Change Order #: 10	Department: Facilities Management
Vendor Name: RWE Design Build			Vendor #: 21914
Dept Contact: Kristie Lecaros			
Background and/or Reason for Change Order Request:	Extend contract to November 30, 2026. No change in contract amount.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$10,967,013.00
B	Net \$ change for previous Change Orders	\$2,488,898.00
C	Current contract amount (A + B)	\$13,455,911.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New contract amount (C + D)	\$13,455,911.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	22.69%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: _____ to: _____
- ☐ Increase/Decrease quantity from: _____ to: _____
- ☐ Price shows: _____ should be: _____
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Nov 30, 2026
- ☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

caf	5665	Sep 15, 2025	LKS	2806	9/25/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Sep 17, 2025

File ID #: AS-P-0165-22

Purchase Order #: 5853-0001-SERV

Requesting Department: Animal Services	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: RWE Design Build	Vendor #: 21914

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Extend contract to November 30, 2026. No change in contract amount.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This agreement with RWE Design Build is for Professional Construction Manager at-risk, for the Animal Services Facility Addition and space renovation. The project is substantially complete with an occupancy permit. A contract extension is requested to complete outstanding construction matters.

Original Source Selection/Vetting Information - Describe method used to select source.

A request for two Statements of Interest were issued one for Professional Architectural and Engineering Services and one for Professional Construction Manager At Risk (G-MAX) services for the Animal Services Facility Addition; three Architectural and Engineering firms and three Construction Management firms were interviewed, RWE Design Build was determined to possess the qualified staff to provide these Professional Construction Manager Services. Knight E/A, Inc. was selected to provide the Architectural and Engineering Services as a sub-consultant to RWE Design Build.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Staff recommends approval to extend the contract to November 30, 2026 due to project delays of the Animal Services Facility Addition.
- 2) Not resolve final construction matters.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

The remaining dollars that were initially forecast to be spent in the FY25 budget year is a grant that may potentially not be spent until the FY26 budget. Budget code 5000-1310-54010-DAFCAP2. All ARPA dollars should be expended by November 30, 2025.



Finance Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: FI-R-0165-25

Agenda Date: 10/21/2025

Agenda #: 7.A.

ACCEPTANCE AND APPROPRIATION OF INTEREST EARNED ON INVESTMENT
FOR THE DUPAGE ANIMAL FRIENDS UNRESTRICTED PY25 GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310
\$1,471

(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Unrestricted PY25 Grant, pursuant to Resolution FI-R-0042-25 for the period December 1, 2024 through November 30, 2026; and

WHEREAS, the County of DuPage has invested cash balances in accordance with the DuPage Animal Friends grant requirements and has interest income earned in the amount \$1,470.67 (ONE THOUSAND FOUR HUNDRED SEVENTY AND 67/100 DOLLARS) during the term of the award, to be used for the support of the DuPage County Animal Friends Unrestricted PY25 Grant; and

WHEREAS, no additional County funds are required to appropriate this interest earned; and

WHEREAS, the DuPage County Board finds that the need to appropriate said interest creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the interest income earned in the amount \$1,470.67 (ONE THOUSAND FOUR HUNDRED SEVENTY AND 67/100 DOLLARS) be and is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$1,471 (ONE THOUSAND FOUR HUNDRED SEVENTY -ONE AND NO/100 DOLLARS) be made and added to the DuPage Animal Friends Unrestricted PY25 Grant, Company 5000 - Accounting Unit 1310, for the period of December 1, 2024 through November 30, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board, that should local funding cease for this grant, the Animal Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED, that should the Animal Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 28th day of October, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT PY25
COMPANY 5000 – ACCOUNTING UNIT 1310
\$1,471

REVENUE

45000-0000 - Investment Income \$ 1,471

TOTAL ANTICIPATED REVENUE \$ 1,471

EXPENDITURES

CONTRACTUAL

53070-0000 - Medical Services \$ 1,471

TOTAL CONTRACTUAL \$ 1,471

TOTAL ADDITIONAL APPROPRIATION \$ 1,471