



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, November 18, 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. [25-2769](#)
Animal Services Committee - Regular Meeting - Tuesday, October 21, 2025
- 6. GRANTS**
 - 6.A. [FI-R-0195-25](#)
Acceptance and appropriation of the DuPage Animal Friends Unrestricted Grant PY26, Company 5000 - Accounting Unit 1310, in the amount of \$50,000. (Animal Services)
 - 6.B. [FI-R-0196-25](#)
Acceptance and appropriation of the DuPage Animal Friends Marketing Coordinator Grant PY26, Company 5000 - Accounting Unit 1310, in the amount of \$100,000. (Animal Services)
- 7. ADMINISTRATIVE UPDATE**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**



Minutes

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

File #: 25-2769

Agenda Date: 11/18/2025

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, October 21, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

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

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski has been talking with the DAF board president regarding funding needs for FY27 on. DAF's annual fundraising goal will be \$750K minimum beginning in FY27.

DAF will again host their fundraising gala event in the spring. Look for more information to come soon.

DAF board president and Foundation Coordinator have been making the rounds to local service organizations and presenting to Rotary Clubs, Lions Clubs, etc. to educate community members on what Animal Services does. Visits have been well-received with several clubs lining up to host events at shelter, host wish list drives, and assist with fundraising.

5. MINUTES APPROVAL

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

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

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

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

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.

Attachments: [RWE Design Build - Change Order](#)
 [RWE Design Build - Decision Memo](#)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

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)

Attachments: [DAFUNR25 Appropriating Interest Budget - ATTACHMENT I](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

8. ADMINISTRATIVE UPDATE

Laura shared current animal population stats: current population is 248, of which 181 are cats. Cats continue to present space challenges. Animal Services will be targeting spay/neuter resources at cats to help reduce unwanted litters and slow the flow of cats into the shelter system.

Requests for owner relinquishment continue to come in, as do the number of cats found outdoors. The most common reason for cat relinquishment is financial hardship, often combined with other personal circumstances.

Staff are discussing ways of getting supplies and medical care resources into the community but the problem is so pervasive and growing so quickly that need is far out-pacing available resources.

Intake has been significant so far this year. 1,848 animals were admitted in all of 2024. Intake for 2025 year to date is already above 2,200 animals. The majority arrived as strays from the public or municipal partners. 846 are owner relinquished animals.

Animal Services hosted a very successful free vaccine/microchip clinic on September 8th. Lines were so long that several clients had to be turned away at the end of the night with a voucher to be redeemed for free vaccines/microchip at a later date. More than 180 animals were vaccinated and microchipped during the event on Sept. 8th with another 25 event vouchers redeemed post event.

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Finance Resolution

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

File #: FI-R-0195-25

Agenda Date: 11/18/2025

Agenda #: 6.A.

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT PY26
COMPANY 5000 - ACCOUNTING UNIT 1310
\$50,000

(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that grant funds in the amount of \$50,000 (FIFTY THOUSAND AND NO/100 DOLLARS) are available to be used for the unrestricted program needs of DuPage County Animal Services; and

WHEREAS, to receive said grant funds, the County of DuPage must accept a letter from DuPage Animal Friends, a copy of which is attached to and incorporated as a part of this resolution by reference (Attachment II); and

WHEREAS, the term of the grant award is from December 1, 2025, through November 30, 2026; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant award does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds 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 letter from DuPage Animal Friends to the County of DuPage 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 \$50,000 (FIFTY THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Animal Friends Unrestricted Grant PY26, Company 5000 - Accounting Unit 1310, for the period of December 1, 2025, to November 30, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Administrator of DuPage County Animal Services is approved as the County's Authorized Representative; 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 25th day of November, 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 PY26
COMPANY 5000 – ACCOUNTING UNIT 1310
\$50,000

REVENUE

46009-0000 - Private Grants \$ 50,000

TOTAL ANTICIPATED REVENUE \$ 50,000

EXPENDITURES

COMMODITIES

52200-0000 - Operating Supplies & Materials \$ 500

52320-0000 - Medical/Dental/Lab Supplies 500

TOTAL COMMODITIES \$ 1,000

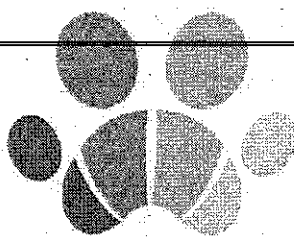
CONTRACTUAL

53070-0000 - Medical Services \$ 44,000

53090-0000 - Other Professional Services 5,000

TOTAL CONTRACTUAL \$ 49,000

TOTAL ADDITIONAL APPROPRIATION \$ 50,000



DuPage Animal Friends

Helping All Pets Have A Home

November 1, 2025

DuPage County Animal Services
Attn: Laura Flanion
2255 Manchester Road
Wheaton, IL 60187

RE: Unrestricted Grant for \$50,000

Dear Laura:

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, has approved a one-time unrestricted grant to DuPage County Animal Services (DCAS) of \$50,000 for the fiscal year beginning 12/1/2025-11/30/2026.

Grant Purpose and Expenditure of Funds. These funds are unrestricted but should be used solely for the purposes of supporting the mission of DuPage Animal Friends. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds should be carried by DCAS into the next fiscal year beginning 12/1/2026 and reported to DAF prior to proceeding with the finalization of the next fiscal year grant beginning 12/1/2026.

Grant Payment. DAF will promptly send the grant funds upon receipt by DAF (addressed to the person signing this letter on behalf of the DAF) of a countersigned copy of this letter.

Reporting. Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements.

DAF's Public Reports. DAF may include information on this grant in its periodic public reports.

Recognition. If you publicize this grant, please list it as a donation from "the donors of DuPage Animal Friends" or "DuPage Animal Friends."

Other Terms. This grant is subject to these Terms and Conditions and by countersigning this letter and/or by cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership relationship, or employer/employee relationship between DAF and DCAS.

Counter Signatures. This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely,



Jennifer Martyn
President, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

ACCEPTED

DuPage County Animal Services

By:



Laura Flamion, ~~Operations Manager~~

Administrator

Date:

11-5-2025

Ref: Grant Funding Methodology dated August 20, 2018



File #: FI-R-0196-25

Agenda Date: 11/18/2025

Agenda #: 6.B.

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE ANIMAL FRIENDS MARKETING COORDINATOR GRANT PY26
COMPANY 5000 - ACCOUNTING UNIT 1310
\$100,000
(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that grant funds in the amount of \$100,000 (ONE HUNDRED THOUSAND AND NO/100 DOLLARS) are available to be used for the support of a full-time marketing coordinator position for DuPage County Animal Services; and

WHEREAS, to receive said grant funds, the County of DuPage must accept an award letter from DuPage Animal Friends, a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the grant award is from December 01, 2025, through November 30, 2026; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant award does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds 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 award letter from DuPage Animal Friends to the County of DuPage 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 \$100,000 (ONE HUNDRED THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Animal Friends Marketing Coordinator Grant PY26, Company 5000 - Accounting Unit 1310, for the period of December 01, 2025, through November 30, 2026, and

BE IT FURTHER RESOLVED by the DuPage County Board that the Administrator of DuPage County Animal Services is approved as the County's Authorized Representative; 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 25th day of November, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH THE
DUPAGE ANIMAL FRIENDS FOUNDATION COORDINATOR GRANT PY26
COMPANY 5000 – ACCOUNTING UNIT 1310
\$100,000

REVENUE

46009-0000 - Private Grants \$ 100,000

TOTAL ANTICIPATED REVENUE \$ 100,000

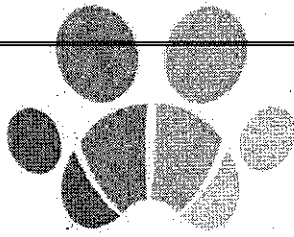
EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 77,000
51010-0000 - Employer Share I.M.R.F. 8,000
51030-0000 - Employer Share Social Security 7,000
51040-0000 - Employee Med & Hosp Insurance 8,000

TOTAL PERSONNEL \$ 100,000

TOTAL ADDITIONAL APPROPRIATION \$ 100,000



DuPage Animal Friends

Helping All Pets Have A Home

November 1, 2025

DuPage County Animal Services
Attn: Laura Flamion
2255 Manchester Road
Wheaton, IL 60187

RE: Restricted Grant of \$100,000 for the Marketing Coordinator Position

Dear Laura:

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, has approved a one-time restricted grant to DuPage County Animal Services (DCAS) of \$100,000 for the fiscal year beginning 12/1/2025-11/30/2026.

Grant Purpose and Expenditure of Funds. These funds are restricted solely for the purposes of the Animal Services Marketing Coordinator position. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds should be carried by DCAS into the next fiscal year beginning 12/1/2026 and reported to DAF prior to proceeding with the finalization of the next fiscal year grant beginning 12/1/2026.

Grant Payment. DAF will promptly send the grant funds upon receipt by DAF (addressed to the person signing this letter on behalf of the DAF) of a countersigned copy of this letter.

Reporting. Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements.

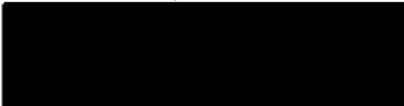
DAF's Public Reports. DAF may include information on this grant in its periodic public reports.

Recognition. If you publicize this grant, please list it as a donation from "the donors of DuPage Animal Friends" or "DuPage Animal Friends."

Other Terms. This grant is subject to these Terms and Conditions and by countersigning this letter and/or by cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership relationship, or employer/employee relationship between DAF and DCAS.

Counter Signatures. This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely,



Jennifer Martyn
President, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

ACCEPTED

DuPage County Animal Services

By: 

Laura Flamion, ~~Operations Manager~~
Administrator

Date: 11-5-2025

Ref: Grant Funding Methodology dated August 20, 2018



Grant Proposal Notification

GPN Number: 027-25
(Completed by Finance Department)

Date of Notification: 11/05/2025
(MM/DD/YYYY)

Parent Committee Agenda Date: 11/18/2025
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 11/10/2025
(MM/DD/YYYY)

Name of Grant: DAF Marketing Coordinator FY26

Name of Grantor: DuPage Animal Friends

Originating Entity: N/A
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Animal Services

Department Contact: Laura Flamion, Administrator x2806
(Name, Title, and Extension)

Parent Committee: Animal Services

Grant Amount Requested: \$ 100,000.00

Type of Grant: Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☒ No

Source of Grant: ☐ Federal ☐ State ☒ Private ☐ Corporate

If Federal, provide CFDA: _____ If State, provide CSFA: _____

Grant Proposal Notification

1. Justify the department's need for this grant.

DuPage Animal Friends is a 501(c)3 charity that supports operations at DuPage County Animal Services. It is an all volunteer organization that works closely with DCAS leadership. An increase in workload has made it challenging for the all volunteer board and Foundation Coordinator to keep up with daily marketing and social media tasks. The need for a full time marketing coordinator was identified in 2025. This grant to DCAS is intended for DCAS to hire and manage this position so that the Foundation Coordinator can focus on key tasks related to fundraising and relationship building. Because the total grant amount exceeds the total cost of annual salary and fringe benefits, any remaining unused funds will be carried over into FY27 to continue funding the position.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

COMMUNITY WELL-BEING: This position will allow Animal Services to stay in constant communication with community members and stakeholders. Through regular marketing and communications, DCAS will be able to share challenges, successes, needs, and impact. Doing so will ideally help prevent animals from entering the shelter system, while increasing positive outcomes for animals that do enter the shelter. FISCAL RESPONSIBILITY: By educating the community on the importance of vaccinating pets for rabies and by educating veterinarians on the importance of promptly reporting vaccines administered, DCAS will increase the number of licensed pets in the community.

3. What is the period covered by the grant?

12/01/2025 to: 11/30/2026
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☒

5.2. After expenditure of costs (reimbursement-based) ☐

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$77,000.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits \$23,000.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): Yes

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time 1 Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? Yes
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No) No

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term? _____

6.3.1.2. What Company-Accounting Unit(s) will be used? _____

6.3.1.3. Total annual salary _____

6.3.1.4. Total annual fringe benefits _____

7. Does the grant allow for direct administrative costs? (Yes or No) No

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project _____

7.1.2. Percentage of direct administrative costs covered by grant _____

7.1.3. What percentage of the grant total is the portion covered by the grant _____

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 0%

9. Are matching funds required? (Yes or No): No

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity? _____

9.1.2. What is the dollar amount of the County's match? _____



Grant Proposal Notification

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____

10. What amount of funding is already allocated for the project? \$0.00

10.1. If allocated, in what Company-Accounting Unit are the funds located? _____

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): No

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$100,000.00