

City Council Meeting

Monday, November 3rd, 2025

Council Chamber, 6:00 PM
308 W State Street
Sycamore, Illinois 60178



1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. APPOINTMENTS

A. David Stouffer to City Council.

6. AUDIENCE TO VISITORS

Those who wish to address the Council may do so for up to three minutes subject to the Rules for Public Participation, which are printed and on the table in the back of the Council chambers.

7. CONSENT AGENDA

A. Approval of the Minutes for the Regular City Council Meeting of October 20, 2025.

B. Payment of the Bills for November 3, 2025.

8. PRESENTATIONS, PETITIONS, AND PROCLAMATIONS

9. REPORTS OF STAFF, COMMITTEES, AND CITY COUNCIL MEMBERS

10. PUBLIC HEARINGS

11. ORDINANCES

A. Ordinance 2025.19 – An Ordinance Authorizing a Request by Chris Youssi of Youssi Custom Homes for Review and Approval of a Preliminary Development Plan and Plat in Accordance with Section 4.4.5.C of the City's Unified Development Ordinance for the Properties Located North of East Plank Road and West of Luther Lowell Lane. (PIN's 06-21-300-051 & 06-21-300-055) First and Second Reading.

12. RESOLUTIONS

13. CONSIDERATIONS

A. Consideration to Switch from Emergency Medical Services Management Consultants (EMS|MC) to One Billing Solutions (OBS) for Ambulance Billing Services.

14. OTHER NEW BUSINESS

15. ADJOURNMENT

SYCAMORE CITY COUNCIL – MEETING 6:00 PM
MINUTES OF OCTOBER 20, 2025 – 308 WEST STATE ST. SYCAMORE, IL 60178

*****PLEASE NOTE:** At the request of Chris Youssi, City Council consideration of a Preliminary Development Plan and Plat for the property located at Plank Road and Luther Lowell Drive has been deferred and the agenda item will be presented at the November 3 City Council meeting.

ROLL CALL

Mayor Braser called the meeting to order at 6:00 p.m. and City Clerk Mary Kalk called the roll. Those Alderpersons present were Chuck Stowe, Marvin Barnes, Alan Bauer, Nancy Copple, Alicia Cosky, Mike Rodriguez, and Virginia Sherrod. Attorney Kevin Buick was also present.

INVOCATION led by Alderperson Nancy Copple

PLEDGE OF ALLEGIANCE led by Alderperson Nancy Copple

APPROVAL OF AGENDA

MOTION

Alderperson Copple motioned to approve the agenda and Alderperson Cosky seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 7-0.

AUDIENCE TO VISITORS

Jennifer Campbell, 34 Woodworkers Way, Clayton NC, 27520, addressed some rumors, and showed a poster board display while speaking about the Harvestore Square site contaminants continuing to fight for truth and transparency.

Laura Ritchason, 329 Sacramento Street, spoke about lead and chromium 6 and the effects of these contaminants.

Noel Smith, 1380 N. Main Street, owning 616 S. Cross Street and 127-129 W. Exchange Street, read a letter from her daughter, Meghan Marie Smith, who resides at 616 S. Cross St, about her daughter regarding lead poisoning and asked for accountability, transparency, and a change.

Amber Quinto, 1722 Sterling Drive, owning property on Crescent Drive, spoke about accessing IEPA (Illinois Environmental Protection Agency) files regarding the Harvestore Square site and the lead contaminants dumped there. She said source testing is what is needed to protect lives.

Laura (inaudible), Golfview Place, said she is 16 years old and is disappointed, mad, and doesn't want anyone else to be affected by this site. Speaking on behalf of her family, she said it needs to be handled correctly.

CONSENT AGENDA

- A. Approval of the Minutes for the Regular City Council Meeting of October 6, 2025.
- B. Payment of the Bills for October 20, 2025, in the amount of \$1,102,627.69.

MOTION

Alderman Bauer motioned to approve the Consent Agenda and Alderman Stowe seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Barnes, Bauer, Copple, Cosky, Rodriguez, and Sherrod voted aye. Motion carried 7-0.

APPOINTMENTS

- A. David Stouffer to City Council.
- Mayor Braser appointed David Stouffer as Fourth Ward Alderman replacing Ben Bumpus who moved.

MOTION

Alderman Rodriguez motioned to confirm the appointment and Alderman Barnes seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Barnes, Bauer, Copple, Cosky, Rodriguez, and Sherrod voted aye. Motion carried 7-0.

B. Marvin Barnes to the Regional Planning Commission.

Mayor Braser appointed Alderman Marvin Barnes to the Regional Planning Commission.

MOTION

Alderman Rodriguez motioned to confirm the appointment and Alderman Barnes seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Bauer, Copple, Cosky, Rodriguez, and Sherrod voted aye while Alderman Barnes abstained. Motion carried 6-0-1.

PRESENTATION, PETITIONS, AND PROCLAMATIONS

A. Presentation by DeKalb County Convention and Visitors Bureau.

Executive Director Courtney Strohacker, Marketing Director Katherine McLaughlin, and Special Projects Manager Brad Hoy gave a presentation regarding the bureau as the only Destination Marketing Organization (DMO) in the county and the exposure provided for the communities.

REPORTS OF STAFF, COMMITTEES, AND CITY COUNCIL MEMBERS

B. Year-To-Date Budget Report.

PUBLIC HEARINGS**ORDINANCES****RESOLUTIONS**

A. Resolution No. 1021 – A Resolution Authorizing the Execution of an Extension to the Lease Agreement Between the City of Sycamore and Court Appointed Special Advocates (CASA) for Suite 301 in the Sycamore Center.

City Manager Michael Hall said this is extending the lease effective October 31st for \$350 per month with an annual adjustment for CPI (Consumer Price Index).

MOTION

Alderman Barnes motioned to approve Resolution 1021 and Alderperson Copple seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Barnes, Bauer, Copple, Cosky, Rodriguez, and Sherrod voted aye. Motion carried 7-0.

CONSIDERATIONS

A. Consideration of a Request to Increase the Parking Ticket Fee from \$1.00 to \$10.00.

City Manager Michael Hall said he had previously mentioned looking at fees and fines. They examined parking fines and determined that the administration, enforcement, processing, and maintenance of meters currently are being subsidized by other tax revenue. "An existing \$1 fine does not adequately cover the cost associated with managing the parking system. Increasing that insures they are appropriately borne by those who violate the parking regulations rather than the general taxpayer". The Finance Department's assessment showed moving it to a \$10 fine would make more sense. Staff recommends approval.

Alderman Rodriguez asked what is the purpose of the parking program.

City Manager Michael Hall said it is to keep the flow of parking moving for the merchants and restaurants, so people just don't park all day long. The Administrative Sergeant said they only have two years of parts left for the meters.

Alderman Stowe, confirming revenues of \$7,500, asked about all the pennies going into the meters. With Finance Director Kristian Dominguez confirming \$1,000 to \$2,000 per month, Stowe said yes, the costs should be covered, but the city is also taking in \$24,000 per year already. "With a \$61,000 loss, taking in \$7,500, you got about \$28,000 you don't collect, so we don't need the full \$10".

City Manager Michael Hall said they are anticipating a change, and it fluctuates as it's not guaranteed \$1,000 of pennies, nickels, or dimes. It's just an average and they are taking a loss. He said they did \$10.00 because they only need two tickets a day to sustain it. They are anticipating people will get the message, so they just don't take the \$1.00 hit and park all day long.

Alderman Bauer said they have a bad habit of not keeping up with it, not adjusting fees over time just like the ambulance fees. He thinks they should do this on a more regular basis. He said he would do \$5.00.

Alderman Cosky said when she gets a ticket in other communities, they are \$35 or \$50.

Alderman Barnes suggested to put up signs stating the times to feed the meter and the cost of the fine to let people know. It should be on the website, too. He confirmed that the escalation for not paying the ticket will stay at \$25.

Mayor Braser proposes taking the meters out altogether. "It's not a 9-4 town anymore, it's a 4-9 town now". He was a downtown business owner for a long time and feels the meters are obsolete. He said he has seen downtown areas wrecked because of the meters. He thinks overnight parking does need to be "enforced". With town being packed from 5pm-9pm, he thinks they are going about this all wrong. There is a lot of free parking in the community. Maybe it's an advantage for the businesses to have them but maybe they should do a cost analysis. It's hard to justify that going from \$1 to \$10 although he only heard from one business owner that it was steep. They should check with the businesses and restaurants but added that they are only two years away from having to replace the meters. He wants more input from businesses and the chamber and said making this decision tonight is too soon.

Alderman Sherrod said she would feel more comfortable doing more research on it.

Alderman Barnes motioned to table this to do more research on what was discussed.

Alderman Stowe reminded everyone that the reason for the meters was to continue freeing up the spots for businesses, so all the employees of the businesses don't park in front.

MOTION

Alderman Barnes motioned to keep the meters and approve the fine increase to \$10 and Alderman Cosky seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Aldermen Bauer, Copple, Cosky, and Sherrod voted aye while Aldermen Stowe, Barnes, and Rodriguez voted nay. Motion carried 4-3.

- B. Consideration of a Recommendation from the Engineering Department to Award a Non-Competitive Bid to Helm Electric for Traffic Signal Improvements.

City Manager Michael Hall said this is for the traffic signal improvements totaling \$31,960. Helm Electric has recently received the County's contract for Route 64 signal upgrades. The city intends to make additional improvements related to this coordinated project and since Helm already has the contract, they are asking them to make these additional improvements.

MOTION

Alderman Stowe motioned to approve the Consideration in waiving the competitive bid process and approving the contract for \$31,960 and Alderman Cosky seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Barnes, Bauer, Copple, Cosky, Rodriguez, and Sherrod voted aye. Motion carried 7-0.

C. Consideration to Adjust Utility Rates for Water and Sewer for FY26.

City Manager Michael Hall said staff are recommending a 2.75% increase for water user fees, meter maintenance, radium removal, infrastructure fees, and sewer fees. The refuse and recycling fee increase is a contractual increase with Waste Management which is already figured in. The average increase will be \$3.50 per month, which is about 3.1% overall. The change is projected to generate money for both water and sewer for supporting projects as per the agenda.

Alderson Copple said she got calls from residents asking not to increase the rates.

Alderman Bauer confirmed that we are down to two tiers from seven.

MOTION

Alderman Bauer motioned to approve the Consideration and Alderman Stowe seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Stowe, Barnes, Bauer, Cosky, Rodriguez, and Sherrod voted aye while Alderson Copple voted nay. Copple Motion carried 6-1.

OTHER NEW BUSINESS

Alderson Cosky asked about e-bike ordinances as constituents are asking where to find the information. She also asked what the security changes will cost and if that will come back to council to approve.

City Manager Michael Hall said they are not allowed, which is also a state law depending on the location. He said the cost of the security changes will be minimal and no, it won't come before the council. With rebuttal about being concerned if the money is available for what sounds like significant changes, he said they are talking about one door and one window.

ADJOURNMENT**MOTION**

Alderman Stowe motioned to adjourn the meeting at 7:32 p.m. and Alderman Rodriguez seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 7-0.

Mayor – Steve Braser

Attest:

City Clerk – Mary Kalk

Invoice Number	Description	Amount
GL Number	GL Description	
000652 ADAM DIEHL		
10.28.25	EMPLOYEE REIMBURSEMENT	
10101-53100-52300	UNIFORMS/PROTECTIVE CLOTHING	299.05
VENDOR TOTAL:		299.05
000007 ADVANCE AUTO PARTS		
2454-525850	ADHESIVE SEALANT	
10101-53100-52850	SUPPLIES/PARTS-VEHICLES	52.60
2454-526169	MVA CLEANUP	
10101-52100-52402	FIREFIGHTING SUPPLIES & EQUIPMENT	143.00
VENDOR TOTAL:		195.60
000009 AEP ENERGY INC		
10.10.25	ACCT 3017243951, 09/09/25 - 10/09/25	
10101-53100-51300	ELECTRIC SERVICES	1,707.19
VENDOR TOTAL:		1,707.19
000014 AIRGAS, INC.		
9165995463	INDUSTRIAL CGA 790	
10101-53100-52792	FUEL	186.06
VENDOR TOTAL:		186.06
000022 ALUMNI AWARD SERVICES		
7003	SUBLIMATION PLATE	
10101-51000-52400	SUPPLIES	20.00
VENDOR TOTAL:		20.00

INVOICE APPROVAL (BY INVOICE) FOR CITY OF SYCAMORE

EXP CHECK RUN DATES 11/03/2025 - 11/03/2025

POSTED
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7B

Invoice Number	Description	Amount
GL Number	GL Description	
000023 AMAZON CAPITAL SERVICES, INC		
14R6-RKFN-YD1P	CUPS	
10101-51000-52400	SUPPLIES	48.24
19NP-FV4M-D3RH	OFFICE SUPPLIES	
10101-57000-52107	SUPPLIES/PARTS-TECHNOLOGY	49.49
19WC-PQ6P-F1RL	TAB DIVIDERS	
10101-51000-52400	SUPPLIES	58.89
1JDG-LWN7-GXHN	ALLEN WRENCH, DOORSTOP, ELECTRONIC WIPES	
10101-52000-52110	OFFICE SUPPLIES	36.28
1KPH-VPN3-3JP4	LOG BOOK 2026	
10101-52000-52110	OFFICE SUPPLIES	67.40
1M9J-W9NK-6HRL	FINGERPRINT INK PAD	
10101-51600-52400	SUPPLIES	76.42
1R9F-QMMP-66TM	WIRELESS DOORBELL	
10101-50200-52107	SUPPLIES/PARTS-TECHNOLOGY	19.99
10101-50300-52107	SUPPLIES/PARTS-TECHNOLOGY	20.99
10101-50200-52107	SUPPLIES/PARTS-TECHNOLOGY	23.99
		<u>64.97</u>
1T6G-GDYJ-HD6R	OFFICE SUPPLIES	
10101-51000-52400	SUPPLIES	183.85
1WTV-R7LF-YN4R	BINDERS	
10101-51000-52400	SUPPLIES	82.87
VENDOR TOTAL:		<u>668.41</u>
000038 ARC DOCUMENT SOLUTIONS, LLC		
B78958	ALTALINK 10/23/25 - 11/23/25	
10101-56000-52107	SUPPLIES/PARTS-TECHNOLOGY	102.00
VENDOR TOTAL:		<u>102.00</u>
000050 BAXTER & WOODMAN, INC.		
0277639	SEWER USE/PRETREATMENT ORDINANCE	
20602-55000-51105	ARCHITECT/ENGINEERING SERVICES	990.00
0277640	INFLUENT PUMP STATION DESIGN SERVICES	
20602-55100-57065	INFLUENT PUMP STATION DESIGN SERVICES	25,897.43
VENDOR TOTAL:		<u>26,887.43</u>

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000052 BESTCO HARTFORD		
10012025	RETIREE HEALTH INS/RX	
10101-51200-50407	RETIREE HEALTH INSURANCE	5,335.28
10101-53000-50407	RETIREE HEALTH INSURANCE	226.77
10101-52000-50407	RETIREE HEALTH INSURANCE	2,667.64
10101-52100-50407	RETIREE HEALTH INSURANCE	2,000.73
10101-56000-50407	RETIREE HEALTH INSURANCE	666.91
20601-54000-50407	RETIREE HEALTH INSURANCE	886.97
20602-55000-50407	RETIREE HEALTH INSURANCE	886.99
20602-55100-50407	RETIREE HEALTH INSURANCE	666.91
		<u>13,338.20</u>
11012025	RETIREE HEALTH INS/RX	
10101-51200-50407	RETIREE HEALTH INSURANCE	5,335.28
10101-53000-50407	RETIREE HEALTH INSURANCE	226.77
10101-52000-50407	RETIREE HEALTH INSURANCE	2,667.64
10101-52100-50407	RETIREE HEALTH INSURANCE	2,000.73
10101-56000-50407	RETIREE HEALTH INSURANCE	666.91
20601-54000-50407	RETIREE HEALTH INSURANCE	886.97
20602-55000-50407	RETIREE HEALTH INSURANCE	886.99
20602-55100-50407	RETIREE HEALTH INSURANCE	666.91
		<u>13,338.20</u>
VENDOR TOTAL:		<u>26,676.40</u>
000062 BOCKMAN'S INC.		
105776	OIL/FILTER SERVICE	
10101-51200-51208	MAINTENANCE-VEHICLES	69.54
106804	OIL/FILTER SERVICE	
10101-51200-51208	MAINTENANCE-VEHICLES	58.99
106887	OIL/FILTER SERVICE	
10101-51200-51208	MAINTENANCE-VEHICLES	70.60
63139	2 AXLE	
10101-53100-51500	TAXES, LICENSES, & FEES	59.00
63172	SAFTEY LANE INSPECTION	
10101-52100-51208	MAINTENANCE-VEHICLES	59.00
VENDOR TOTAL:		<u>317.13</u>
000075 BS&A SOFTWARE		
163645	PERMIT APPLICATIONS	
10101-50400-51106	TECHNOLOGY SERVICES	432.00
VENDOR TOTAL:		<u>432.00</u>
000117 COMCAST		
10.12.25	ACCT 8771 10 090 0183375, 10/19/25- 11/18/25	
10101-51000-51401	DUES & SUBSCRIPTIONS	6.81
VENDOR TOTAL:		<u>6.81</u>

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Invoice Number	Description	Amount
GL Number	GL Description	
000119	COMMONWEALTH EDISON COMPANY	
10.04.25 10101-53100-51300	ACCT 2055421222, 06/20/25 - 07/16/25 ELECTRIC SERVICES	149.95
10.06.25 10101-53100-51300	ACCT 2055421222, 07/21/25 - 08/14/25 ELECTRIC SERVICES	214.07
10.07.25 10101-53100-51300	ACCT 2055421222, 08/14/25 - 09/15/25 ELECTRIC SERVICES	183.82
10.07.25 10101-53100-51300	ACCT 4173501111, 09/05/25 - 10/07/25 ELECTRIC SERVICES	31.80
10.07.25 10402-50402-51300	ACCT 3954432000, 09/5/25 - 10/07/25 ELECTRIC SERVICES	569.09
10.07.25 10101-53100-51300	ACCT 4633094000, 09/05/25 - 10/07/25 ELECTRIC SERVICES	32.82
10.07.25 10101-53100-51300	ACCT 8155344444, 09/05/25 - 10/07/25 ELECTRIC SERVICES	31.39
10.07.25 10402-50402-51300	ACCT 7542334000, 09/05/25 - 10/07/25 ELECTRIC SERVICES	569.11
10.07.25 10101-53100-51300	ACCT 2351608000, 09/05/25 - 10/07/25 ELECTRIC SERVICES	27.74
10.08.25 10101-53100-51300	ACCT 7350152222, 09/07/25 - 10/07/25 ELECTRIC SERVICES	300.72
10.15.25 10101-53100-51300	ACCT 6060532222, 09/15/25 - 10/15/25 ELECTRIC SERVICES	27.04
10.15.25 10101-53100-51300	ACCT 4531635000, 09/15/25 - 10/15/25 ELECTRIC SERVICES	38.78
10.16.25 10101-53100-51300	ACCT 2055421222, 09/15/25 - 10/15/25 ELECTRIC SERVICES	352.52
10.16.25 10101-53100-51300	ACCT 1728133333, 09/15/25 - 10/15/25 ELECTRIC SERVICES	7.82
10.16.25 10101-53100-51300	ACCT 1392832000, 09/15/25 - 10/15/25 ELECTRIC SERVICES	1,003.48
10.16.25 10101-53100-51300	ACCT 0823294000, 09/19/25 - 10/15/25 ELECTRIC SERVICES	6.90
10.16.25 10101-53100-51300	ACCT 1901547000, 09/15/25 - 10/15/25 ELECTRIC SERVICES	6.90
VENDOR TOTAL:		3,553.95

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Invoice Number	Description	Amount
GL Number	GL Description	
MISC CONNIE MANNING		
10.29.25	REFUND REQUEST BSA #112062	
10101-00000-40704	MISCELLANEOUS	1.00
VENDOR TOTAL:		1.00
000122 CONSERV FS INC		
122016580	DIESELEX	
10101-53100-52792	FUEL	1,086.73
122016591	PREMIUM GAS	
20602-55100-52792	FUEL	243.64
122016688	DIESELEX	
10101-53100-52792	FUEL	1,239.06
40026476	GLAMOUR MIX	
10101-53200-51200	MAINTENANCE-GROUNDS	112.50
VENDOR TOTAL:		2,681.93
000123 CONSTELLATION NEW ENERGY, INC		
71656380001	CUST 767991-10, 09/05/25 - 10/07/25	
10101-53100-51300	ELECTRIC SERVICES	54.59
71697683601	CUST 767991-11, 09/15/25 - 10/15/25	
10101-53100-51300	ELECTRIC SERVICES	484.42
VENDOR TOTAL:		539.01
000127 CORE & MAIN LP		
x814649	SPRINGS/SCREWS/DRILL BIT	
20601-54100-52066	FIRE HYDRANTS	654.64
x876486	BALL CURB STOP	
20601-54100-52950	WATER SYSTEM PARTS	767.24
VENDOR TOTAL:		1,421.88
000134 CURRAN CONTRACTING COMPANY INC		
33599	ROYER MIX	
10101-53100-52802	SUPPLIES/PARTS-STREETS	547.78
33629	ROYER MIX	
10101-53100-52802	SUPPLIES/PARTS-STREETS	573.68
VENDOR TOTAL:		1,121.46

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000149 DEARBORN NATIONAL LIFE INSURANCE COMPANY		
OCTOBER 2025	NOVEMBER 2025	
10101-50200-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-50300-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-50400-50404	EMPLOYEE LIFE INSURANCE	39.00
10101-50700-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-51000-50404	EMPLOYEE LIFE INSURANCE	39.00
10101-51000-50407	RETIREE HEALTH INSURANCE	22.20
10101-51200-50404	EMPLOYEE LIFE INSURANCE	234.00
10101-51300-50404	EMPLOYEE LIFE INSURANCE	58.50
10101-51700-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-52000-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-52000-50407	RETIREE HEALTH INSURANCE	44.40
10101-52100-50404	EMPLOYEE LIFE INSURANCE	292.50
10101-53000-50404	EMPLOYEE LIFE INSURANCE	29.25
10101-53000-50407	RETIREE HEALTH INSURANCE	1.85
10101-53100-50404	EMPLOYEE LIFE INSURANCE	68.25
10101-53200-50404	EMPLOYEE LIFE INSURANCE	16.09
10101-56000-50404	EMPLOYEE LIFE INSURANCE	19.50
10101-57000-50404	EMPLOYEE LIFE INSURANCE	39.00
20601-54000-50407	RETIREE HEALTH INSURANCE	4.63
20601-54100-50404	EMPLOYEE LIFE INSURANCE	48.75
20602-55000-50407	RETIREE HEALTH INSURANCE	4.62
20602-55100-50404	EMPLOYEE LIFE INSURANCE	63.38
20602-55100-50407	RETIREE HEALTH INSURANCE	5.55
20602-55200-50404	EMPLOYEE LIFE INSURANCE	9.75
10101-00000-22182	LIFE INSURANCE PAYABLE	1,367.08
10101-00000-22162	CAFETERIA PLAN PAYABLE	1,720.79
		<u>4,225.59</u>
VENDOR TOTAL:		<u>4,225.59</u>
000152 DEKALB COUNTY ECONOMIC DEVELOPMENT		
25.199	COMMITTEE MEETINGS-HOST OF EXECUTIVE COMMITTEE-10/27/	
10101-50200-51401	DUES & SUBSCRIPTIONS	222.95
VENDOR TOTAL:		<u>222.95</u>
000156 DEKALB COUNTY GOVERNMENT		
0000000842	MOBILE COMPUTING	
10101-51200-51106	TECHNOLOGY SERVICES	3,777.78
10101-52100-51106	TECHNOLOGY SERVICES	1,222.22
		<u>5,000.00</u>
VENDOR TOTAL:		<u>5,000.00</u>
000186 DEKALB WATER CONDITIONING INC		
3694	ACCT 159376 DELIVERY - FIRE 2	
10101-52000-52912	BUILDING SUPPLIES	142.90
3716	ACCT 31302, DELIVERY FIRE 1	
10101-52000-52912	BUILDING SUPPLIES	129.85
VENDOR TOTAL:		<u>272.75</u>

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000172 DIVERSIFIED BENEFIT SERVICES, INC.		
457866	OCTOBER FLEX SPENDING ADMIN SERVICES	
10101-50300-50406	SECTION 125 PAYMENTS	100.00
VENDOR TOTAL:		100.00
000184 DYNEGY ENERGY SERVICES LLC		
010000143875	ACCT 400001690212, 09/15/25 - 10/14/25	
20602-55100-51300	ELECTRIC SERVICES	18,450.14
20601-54100-51300	ELECTRIC SERVICES	4,873.13
20601-54100-51300	ELECTRIC SERVICES	5,988.97
20601-54100-51300	ELECTRIC SERVICES	5,368.76
20601-54100-51300	ELECTRIC SERVICES	131.41
20601-54100-51300	ELECTRIC SERVICES	6,759.61
20601-54100-51300	ELECTRIC SERVICES	5,101.22
		46,673.24
VENDOR TOTAL:		46,673.24
000190 ELBURN NAPA INC		
497794	SYNTHETIC OIL	
10101-52100-52850	SUPPLIES/PARTS-VEHICLES	480.82
VENDOR TOTAL:		480.82
000085 ERIK CARLSON		
10.20.25	PER DIEM REQUEST	
10101-52100-51402	TRAINING	135.00
VENDOR TOTAL:		135.00
000213 FERGUSON US HOLDINGS INC		
0535720	SANITARY LIDS	
20601-54100-52950	WATER SYSTEM PARTS	699.18
20602-55200-52955	EXCAVATION RESTORATION	1,978.40
		2,677.58
0536713	CLAMPS	
20601-54100-52950	WATER SYSTEM PARTS	341.73
VENDOR TOTAL:		3,019.31
000819 FIRE SERVICE, INC.		
IL-22608	AERIAL LADDER MAINTENANCE	
10101-52100-51208	MAINTENANCE-VEHICLES	3,172.11
VENDOR TOTAL:		3,172.11
000215 FIRST NATIONAL BANK OMAHA		

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000215 FIRST NATIONAL BANK OMAHA		
09.30.25	CREDIT CARD STATEMENT SEPTEMBER 2025	
10101-56000-51402	BUSHNELL PDHENGINEER ABCS OF ENG HABIT	29.95
10101-56000-51402	BUSHNELL VECTOR SOLUTIONS IL STATUTES	39.95
20601-54100-52062	BUSHNELL IDNR ECOCAT	127.81
10101-56000-51402	BUSHNELL IL PROF LIC FEE LIC NEW APPL	127.81
20602-55100-51402	CARLSON EVENTBRITE INDUSTRIAL WASTE	75.00
10101-50400-51120-LIENS	DOMINGUEZ DEKALB CO CLERK LIEN RELEASE	59.00
10101-51000-51106	DOMINGUEZ MICROSOFT COS PD BUS BASIC	7.20
10101-50200-51106	DOMINGUEZ ADOBE	47.98
10101-50300-51106	DOMINGUEZ ADOBE	47.98
10101-50400-51106	DOMINGUEZ ADOBE	119.95
10101-50700-51106	DOMINGUEZ ADOBE	47.98
10101-51000-51106	DOMINGUEZ ADOBE	23.99
10101-52000-51106	DOMINGUEZ ADOBE	23.99
10101-53000-51106	DOMINGUEZ ADOBE	71.97
10101-56000-51106	DOMINGUEZ ADOBE	23.99
10101-50400-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	6.90
10101-52100-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	34.50
10101-51600-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	6.90
10101-51200-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	127.65
20601-54100-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	31.05
10101-50100-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	41.40
10101-53100-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	41.40
20602-55100-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	17.25
10101-51300-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	3.45
10101-53200-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	3.45
10101-51500-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	3.45
20602-55200-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	6.90
10101-50200-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	13.80
10101-51000-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	3.45
10101-50300-51106	DOMINGUEZ MICROSOFT EXCH ONLINE ARCHIV	3.45
10101-50200-51106	DOMINGUEZ MICROSOFT AZURE	6.00
20601-54100-51106	DOMINGUEZ MICROSOFT 365 BUSINESS APPS	8.25
20602-55000-51106	DOMINGUEZ MICROSOFT 365 BUSINESS APPS	8.25
10101-50100-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	40.00
10101-50200-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	12.00
10101-50400-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	12.00
10101-51000-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	4.00
10101-51200-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	84.00
10101-51300-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	4.00
10101-51500-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	4.00
10101-51600-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	8.00
10101-52100-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	32.00
10101-53100-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	40.00
10101-53200-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	4.00
20601-54100-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	32.00
20602-55100-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	20.00
20602-55200-51106	DOMINGUEZ MICROSOFT EXCHANGE ONLINE PL	8.00
10101-51000-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
10101-53100-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
10101-51300-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	37.50
10101-52100-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	412.50
10101-50700-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
20601-54100-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
10101-50100-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
20602-55000-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
10101-51700-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	12.50
10101-51200-51106	DOMINGUEZ MICROSOFT 365 BUSINESS STNDR	37.50
10101-50100-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.00
10101-50200-51106	DOMINGUEZ MICROSOFT OFFICE 365	69.00
10101-50300-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
10101-50400-51106	DOMINGUEZ MICROSOFT OFFICE 365	92.00
10101-50700-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
10101-51000-51106	DOMINGUEZ MICROSOFT OFFICE 365	92.00
10101-51200-51106	DOMINGUEZ MICROSOFT OFFICE 365	89.03
10101-51300-51106	DOMINGUEZ MICROSOFT OFFICE 365	69.00

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000215 FIRST NATIONAL BANK OMAHA		
10101-51600-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.00
10101-51700-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
10101-52000-51106	DOMINGUEZ MICROSOFT OFFICE 365	69.00
10101-52100-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.00
10101-53000-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.46
10101-53100-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.00
10101-56000-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
10101-57000-51106	DOMINGUEZ MICROSOFT OFFICE 365	115.00
20601-54000-51106	DOMINGUEZ MICROSOFT OFFICE 365	22.77
20601-54100-51106	DOMINGUEZ MICROSOFT OFFICE 365	23.00
20602-55000-51106	DOMINGUEZ MICROSOFT OFFICE 365	22.77
20602-55100-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
20602-55200-51106	DOMINGUEZ MICROSOFT OFFICE 365	46.00
10101-53100-52104	GARRELTS FARM & FLEET COUPLER	54.95
10101-53100-52104	GARRELTS FARM & FLEET LINKS P167	70.97
10101-53100-52104	GARRELTS FARM & FLEET RUBBER STRAP	16.99
10101-52100-56010-FDQ22	GILMORE ILSOS VEHICLE TITLE & LICENSE	168.71
10101-52000-51119	GILMORE BRIMAR INDSUTRIES RURAL ADDRES	28.34
10101-52000-51401	GILMORE IDPH EMS PARAMEDIC LIC LAMPKIN	41.00
10101-50200-51401	HALL CHATGPT SUBSCRIPTION	20.00
10101-57000-52104	SAUTER FULL SOURCE MESH VEST	17.48
10101-57000-52104	SAUTER FULL SOURCE HARD HATS	210.56
10101-57000-52110	SAUTER AMAZON COMPLIANCE SIGNS	16.80
10101-57000-51401	SAUTER ICC CERTIFICATE RENEWAL	100.00
10101-53100-52802	SIEBRASSE FARM & FLEET GARBAGE CAN	104.97
20602-55200-52104	SIEBRASSE HARBOR FREIGHT RETRV BRKN CS	78.97
10101-52000-51402	WARD PAR-A-DICE HOTEL ARSON CONFR	366.24
10101-51000-51124	HOOPER LEXIS NEXIS ACCIDENT REPORT	15.00
10101-51200-51401	MAHAN IACP SUBSCR 7/1/25-6/30/26	875.00
10101-51300-51401	MEEKS ARLO TECH ANN SUBSCR INV CAMERAS	95.88
10101-51200-51402	MEEKS SHERATON TX A MANKIVSKY	661.05
		<u>6,118.99</u>
VENDOR TOTAL:		<u>6,118.99</u>

MISC GLORIA LARSON

10.20.25	REFUND REQUEST - BSA# 107102	
10101-00000-40704	MISCELLANEOUS	197.50
VENDOR TOTAL:		<u>197.50</u>

000428 GOODIELL HOLDINGS INC

849466	MONTHLY SERVICE	
10101-52000-52912	BUILDING SUPPLIES	80.00
10402-50402-51201	MAINTENANCE-BUILDINGS	30.00
10101-57000-51207	MAINTENANCE-EQUIPMENT	30.00
		<u>140.00</u>
VENDOR TOTAL:		<u>140.00</u>

000834 GREENWOOD, INC

112970	PLAQUE	
10101-52000-51119	MARKETING ADS & PUBLIC INFO	62.77
VENDOR TOTAL:		<u>62.77</u>

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000743 GRIMCO, INC		
34732987-01	CLEAR ELECTROCUT OVERLAY	
10101-53100-52805	TRAFFIC & STREET SIGNS	667.34
VENDOR TOTAL:		667.34
000755 HAWKINS INC		
7228138	MANGANESE SULFATE	
20601-54100-52953	POTABLE WATER CHEMICALS	4,046.66
VENDOR TOTAL:		4,046.66
000257 HD SUPPLY INC		
INV00868133	TUBE ASSEMBLY	
20601-54100-52951	LAB SUPPLIES AND MINOR EQUIP	1,449.24
VENDOR TOTAL:		1,449.24
000258 HEALTH CARE SERVICE CORP		
OCTOBER 2025	NOVEMBER 2025	
10101-00000-22162	CAFETERIA PLAN PAYABLE	264,644.22
10101-00000-22183	DENTAL INSURANCE PAYABLE	18,359.85
10101-51000-50407	RETIREE HEALTH INSURANCE	8,977.79
10101-52000-50407	RETIREE HEALTH INSURANCE	12,458.21
10101-52100-50407	RETIREE HEALTH INSURANCE	4,417.14
		308,857.21
VENDOR TOTAL:		308,857.21
000524 HIGH STAR TRAFFIC		
16775	ROAD CLOSED AHEAD SIGNAGE	
10101-53100-52805	TRAFFIC & STREET SIGNS	251.60
VENDOR TOTAL:		251.60
000281 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY		
10.15.25	L17-1691 DRINKING WATER PROJECT	
10301-50303-58032	DEBT SERVICE - PRINCIPAL	32,128.56
10301-50303-58033	DEBT SERVICE - INTEREST	1,219.95
		33,348.51
VENDOR TOTAL:		33,348.51

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000289 ILLINOIS PUBLIC RISK FUND		
100362	DECEMBER WORKERS' COMPENSATION	
10101-50200-50306	WORKER'S COMPENSATION	7.90
10101-50700-50306	WORKER'S COMPENSATION	7.90
10101-57000-50306	WORKER'S COMPENSATION	933.67
10101-50400-50306	WORKER'S COMPENSATION	19.75
10101-52000-50306	WORKER'S COMPENSATION	526.03
10101-52100-50306	WORKER'S COMPENSATION	16,706.56
10101-52200-50306	WORKER'S COMPENSATION	25.02
10101-50300-50306	WORKER'S COMPENSATION	11.85
10101-50100-50306	WORKER'S COMPENSATION	35.55
10101-51000-50306	WORKER'S COMPENSATION	353.68
10101-51200-50306	WORKER'S COMPENSATION	2,881.79
10101-51300-50306	WORKER'S COMPENSATION	806.82
10101-51500-50306	WORKER'S COMPENSATION	2,535.72
10101-51600-50306	WORKER'S COMPENSATION	127.11
10101-51700-50306	WORKER'S COMPENSATION	462.95
10101-53000-50306	WORKER'S COMPENSATION	468.81
10101-53100-50306	WORKER'S COMPENSATION	4,875.03
10101-53200-50306	WORKER'S COMPENSATION	572.74
10101-56000-50306	WORKER'S COMPENSATION	464.86
20602-55100-50306	WORKER'S COMPENSATION	1,680.64
20602-55200-50306	WORKER'S COMPENSATION	1,145.48
20601-54100-50306	WORKER'S COMPENSATION	1,109.14
		<u>35,759.00</u>
VENDOR TOTAL:		<u>35,759.00</u>
000329 KRISTY CAMILLE-MCKINESS		
09.30.25	WELLNESS VISIT	
10101-51000-51117	CONTRACTUAL SERVICES	450.00
10.15.25	WELLNESS VISIT	
10101-51000-51117	CONTRACTUAL SERVICES	540.00
VENDOR TOTAL:		<u>990.00</u>
000335 LAKESIDE INTERNATIONAL LLC		
7299153P	FLEETRITE EXHAU	
10101-53100-52850	SUPPLIES/PARTS-VEHICLES	210.64
7299155P	FLEETRITE BRAKE	
10101-53100-52850	SUPPLIES/PARTS-VEHICLES	675.72
VENDOR TOTAL:		<u>886.36</u>
000249 LOESCHER HEATING & AIR COND		
810690	BOILER SERVICE	
10101-52000-51201	MAINTENANCE-BUILDINGS	304.00
VENDOR TOTAL:		<u>304.00</u>

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GL Number	GL Description	
MISC MARILYN LOONEY		
2025-07	SIDEWALK REIMBURSEMENT	
10401-50401-51205	MAINTENANCE-SIDEWALKS	3,561.00
VENDOR TOTAL:		3,561.00
000357 MARK SCHUSTER, P.C.		
10.02.25	ADMINISTRATIVE HEARINGS	
10101-51000-51104	LEGAL SERVICES	629.00
VENDOR TOTAL:		629.00
000847 MARTIN & COMPANY EXCAVATING		
2011-7023	PARKSIDE DITCH IMPROVEMENT	
31102-51104-51400	PARKSIDE DITCH IMPROVEMENT	61,678.58
10212-50212-51400	PARKSIDE DITCH IMPROVEMENT	31,773.82
		93,452.40
VENDOR TOTAL:		93,452.40
000361 MATT ANDERSON		
10.27.25	PER DIEM REQUEST	
10101-52100-51402	TRAINING	280.50
VENDOR TOTAL:		280.50
000364 MCMASTER-CARR SUPPLY COMPANY		
53744547	NUTS/WASHERS	
10101-53100-52104	SMALL TOOLS & EQUIPMENT	200.86
53903077	CASTER W/ RUBBER WHEELS	
10101-53100-52104	SMALL TOOLS & EQUIPMENT	81.22
54121674	ALUMINUM RIVET NUT	
10101-53100-52805	TRAFFIC & STREET SIGNS	88.64
VENDOR TOTAL:		370.72

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GL Number	GL Description	
000368 MENARD INC		
43754	POWER SPORT BATTERY	
10101-51200-51208	MAINTENANCE-VEHICLES	21.29
43935	BOTTLED WATER	
10101-51000-52108	FOOD	29.90
44151	DEGREASER	
20602-55100-52500	JANITORIAL SUPPLIES	122.08
44221	ELECTRICAL WIRES	
10101-52100-52850	SUPPLIES/PARTS-VEHICLES	16.58
44258	CLIPCASE HOLSTER	
20602-55100-52104	SMALL TOOLS & EQUIPMENT	54.53
44268	STRUT CHANNEL	
10101-53200-52104	SMALL TOOLS & EQUIPMENT	313.40
44599	PASTE WAX	
10101-52100-52850	SUPPLIES/PARTS-VEHICLES	35.87
44663	ADHESIVE	
10101-52000-52912	BUILDING SUPPLIES	7.84
44786	CONTRACTOR BAGS	
10101-52000-52912	BUILDING SUPPLIES	38.11
44822	DISPOSABLE SWAB	
10101-52100-52403	AMBULANCE SUPPLIES & EQUIPMENT	16.90
VENDOR TOTAL:		656.50

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000802 METRONET SYSTEMS HOLDINGS LLC		
10.28.25	ACCT 2340947- PUBLIC WORKS	
10101-53100-51106	TECHNOLOGY SERVICES	1,496.07
10101-53200-51106	TECHNOLOGY SERVICES	147.96
		<u>1,644.03</u>
10.28.25	ACCT 2340950- WWTP	
20602-55100-51106	TECHNOLOGY SERVICES	184.74
20602-55200-51106	TECHNOLOGY SERVICES	75.46
		<u>260.20</u>
10.28.25	ACCT 2340892- FIRE 1	
10101-52100-51106	TECHNOLOGY SERVICES	871.99
10.28.25	ACCT 2340891 - CITY HALL	
10101-50400-51106	TECHNOLOGY SERVICES	828.96
10101-50100-51106	TECHNOLOGY SERVICES	440.39
10101-50200-51106	TECHNOLOGY SERVICES	440.39
10101-50300-51106	TECHNOLOGY SERVICES	440.39
10101-50700-51106	TECHNOLOGY SERVICES	440.39
		<u>2,590.52</u>
10.28.25	ACCT 2340946 - FIRE 2	
10101-52100-51106	TECHNOLOGY SERVICES	699.76
10.28.25	ACCT 2340936 - COMM DEV	
10101-56000-51106	TECHNOLOGY SERVICES	837.37
VENDOR TOTAL:		<u>6,903.87</u>
000372 METROPOLITAN INDUSTRIES INC		
INV078032	CLOUD DATA SERVICE	
20601-54000-51106	TECHNOLOGY SERVICES	140.00
20602-55000-51106	TECHNOLOGY SERVICES	248.00
		<u>388.00</u>
VENDOR TOTAL:		<u>388.00</u>
000417 OZINGA READY MIX CONCRETE INC.		
ARI03359488	1026 S CENTER CROSS ST - DELIVERY	
20601-54100-52955	EXCAVATION RESTORATION	829.00
VENDOR TOTAL:		<u>829.00</u>

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000419 PACE ANALYTICAL SERVICES LLC		
257230456	LEAD/COPPER TESTING	
20601-54000-51107	LAB TESTING SERVICES	284.90
257230940	LEAD/COPPER TESTING	
20601-54000-51107	LAB TESTING SERVICES	40.70
257231199	WATER TESTING	
20601-54000-51107	LAB TESTING SERVICES	8,636.02
257231286	LEAD/COPPER TESTING	
20601-54000-51107	LAB TESTING SERVICES	122.10
VENDOR TOTAL:		9,083.72
000430 PHYSICIANS CARE GROUP, LTD		
1639	PRE-EMPLOYMENT SCREENING	
10101-50300-51108	MEDICAL SERVICES	554.00
VENDOR TOTAL:		554.00
000769 RINGLAND-JOHNSON, INC.		
224110-8C	SYCAMORE FIRE STATION NO. 1 - CONSTRUCTION PHASE	
10403-52210-57073	CONSTRUCTION - BUILDING	1,864,238.00
VENDOR TOTAL:		1,864,238.00
000457 ROMEVILLE FIRE ACADEMY, VILLAGE OF		
2025-717	REGISTRATION FEE - ACADEMY	
10101-52100-51402	TRAINING	1,950.00
VENDOR TOTAL:		1,950.00
000467 SCHINDLER ELEVATOR CORPORATION		
4607264697	PREVENTATIVE MAINTENANCE	
10101-51000-51117	CONTRACTUAL SERVICES	823.41
VENDOR TOTAL:		823.41
000752 SEAN PEAK		
10.28.25	PER DIEM REQUEST	
10101-52100-51402	TRAINING	64.32
VENDOR TOTAL:		64.32

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000486 SPLASH OF COLOR INC		
SHV6E	POOL SHOCK CHLORINATOR	
20601-54100-52953	POTABLE WATER CHEMICALS	119.60
VENDOR TOTAL:		119.60
000494 SUBURBAN LABORATORIES INC		
GA5005139	WATER SAMPLING	
20602-55000-51107	LAB TESTING SERVICES	111.50
VENDOR TOTAL:		111.50
000655 SUPERIOR DIESEL INC		
w 1-30271	OIL CHANGE, WHEEL/BRAKE REPAIRS	
10101-52100-51208	MAINTENANCE-VEHICLES	2,338.66
VENDOR TOTAL:		2,338.66
000505 SYCAMORE CUSD #427, DEKALB AND KANE COUNTIES, ILLINOIS		
10.17.25	FALL PLANTERS	
10101-50100-52802-BETCM	SUPPLIES/PARTS-STREETS	684.00
VENDOR TOTAL:		684.00
MISC THOMAS WEAVER		
10.29.25	REFUND REQUEST BSA #112061	
10101-00000-40704	MISCELLANEOUS	1.00
VENDOR TOTAL:		1.00
000594 T-MOBILE USA INC		
980102017 - 09-21-2	TMO CHARGES 09-21-25 - 10-20-25	
10101-50200-51305	CITY MANAGER - 815-739-0541 - 0925-102	30.58
10101-51000-51305	POL ADMIN - 815-761-4370 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-693-2804 - 0925-1025	21.34
10101-51200-51305	POL PATROL - 815-790-0621 - 0925-1025	21.34
10101-51200-51305	POL PATROL - 815-762-7272 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-751-1700 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-761-0774 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-814-6296 - 0925-1025	21.34
10101-51200-51305	POL PATROL - 779-759-1047 - 0925-1025	27.18
10101-51200-51305	POL PATROL - 815-375-8243 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-762-9746 - 0925-1025	30.56
10101-51200-51305	POL PATROL - 815-762-4268 - 0925-1025	30.56
10101-51200-51305	POL PATROL - 815-762-5980 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-791-0543 - 0925-1025	27.18
10101-51200-51305	POL PATROL - 815-790-6547 - 0925-1025	27.18
10101-51200-51305	POL PATROL - 815-739-0889 - 0925-1025	30.56
10101-51200-51305	POL PATROL - 815-739-2100 - 0925-1025	27.22
10101-51200-51305	POL PATROL - 815-739-0929 - 0925-1025	27.22
10101-51300-51305	POL INVST OPS - 224-575-0898 - 0925-10	27.22
10101-51300-51305	POL INVST OPS - 630-514-1542 - 0925-10	30.56

INVOICE APPROVAL (BY INVOICE) FOR CITY OF SYCAMORE

EXP CHECK RUN DATES 11/03/2025 - 11/03/2025

POSTED
PAID

7B

Invoice Number	Description	Amount
GL Number	GL Description	
000594 T-MOBILE USA INC		
10101-51300-51305	POL INVST OPS - 815-761-0229 - 0925-10	27.22
10101-51300-51305	POL INVST OPS - 815-751-3037 - 0925-10	27.22
10101-51300-51305	POL INVST OPS - 815-739-0915 - 0925-10	27.22
10101-51300-51305	POL INVST OPS - 815-719-0005 - 0925-10	27.22
10101-51700-51305	POL COMM SERV - 815-901-2982 - 0925-10	27.22
10101-51700-51305	POL COMM SERV - 779-759-1049 - 0925-10	21.34
10101-52100-51305	FIR OPS - 815-739-1171 - 0925-1025	27.22
10101-52100-51305	FIR OPS - 815-751-1676 - 0925-1025	27.22
10101-52100-51305	FIR OPS - 815-739-0994 - 0925-1025	30.56
10101-52100-51305	FIR OPS - 815-761-5115 - 0925-1025	30.56
10101-52100-51305	FIR OPS - 779-372-8714 - 0925-1025	35.64
10101-52100-51305	FIR OPS - 779-372-8717 - 0925-1025	35.64
10101-52100-51305	FIR OPS - 779-372-8706 - 0925-1025	35.64
10101-52100-51305	FIR OPS - 779-372-8711 - 0925-1025	35.64
10101-52100-51305	FIR OPS - 815-751-2768 - 0925-1025	27.22
10101-53100-51305	DPW-STRTS OPS - 815-739-2150 - 0925-10	30.56
10101-53100-51305	DPW-STRTS OPS - 815-739-3942 - 0925-10	30.56
10101-53100-51305	DPW-STRTS OPS - 815-739-0046 - 0925-10	30.56
10101-53100-51305	DPW-STRTS OPS - 224-268-6599 - 0925-10	21.34
10101-53100-51305	DPW-STRTS OPS - 224-762-4173 - 0925-10	21.34
10101-53100-51305	DPW-STRTS OPS - 224-762-1702 - 0925-10	21.34
10101-53100-51305	DPW-STRTS OPS - 815-693-2854 - 0925-10	21.34
10101-53100-51305	DPW-STRTS OPS - 815-693-2847 - 0925-10	21.34
10101-53100-51305	DPW-STRTS OPS - 779-238-9008 - 0925-10	30.56
10101-53100-51305	DPW-STRTS OPS - 815-739-2853 - 0925-10	30.56
10101-53400-51305	DPW-MUN BUILD - 815-701-7569 - 0925-10	10.39
10101-53400-51305	DPW-MUN BUILD - 815-761-8476 - 0925-10	10.39
10101-56000-51305	ENGINEERING - 815-779-7276 - 0925-1025	35.64
10101-56000-51305	ENGINEERING - 815-739-1011 - 0925-1025	30.56
10101-57000-51305	CD-BUILD&ZONE - 224-817-6276 - 0925-10	21.34
10101-57000-51305	CD-BUILD&ZONE - 224-817-7507 - 0925-10	21.34
10101-57000-51305	CD-BUILD&ZONE - 815-739-0959 - 0925-10	30.56
10101-57000-51305	CD-BUILD&ZONE - 815-739-1110 - 0925-10	30.56
10101-57000-51305	CD-BUILD&ZONE - 815-901-3233 - 0925-10	30.56
20601-54100-51305	WATER-OPS - 815-739-3940 - 0925-1025	30.56
20601-54100-51305	WATER-OPS - 815-701-7569 - 0925-1025	10.08
20601-54100-51305	WATER-OPS - 779-759-1118 - 0925-1025	30.56
20601-54100-51305	WATER-OPS - 815-761-8476 - 0925-1025	10.08
20601-54100-51305	WATER-OPS - 224-762-3252 - 0925-1025	21.34
20601-54100-51305	WATER-OPS - 815-693-1548 - 0925-1025	21.34
20601-54100-51305	WATER-OPS - 815-501-5762 - 0925-1025	30.61
20602-55100-51305	SEWER-OPS - 815-739-1964 - 0925-1025	30.56
20602-55100-51305	SEWER-OPS - 815-739-2845 - 0925-1025	30.56
20602-55100-51305	SEWER-OPS - 815-739-2847 - 0925-1025	30.56
20602-55100-51305	SEWER-OPS - 815-761-6112 - 0925-1025	30.56
20602-55100-51305	SEWER-OPS - 815-739-2349 - 0925-1025	30.56
20602-55100-51305	SEWER-OPS - 815-790-0673 - 0925-1025	21.34
20602-55100-51305	SEWER-OPS - 815-693-1058 - 0925-1025	21.34
20602-55200-51305	SEWER COLLECT - 815-701-7569 - 0925-10	10.08
20602-55200-51305	SEWER COLLECT - 815-761-8476 - 0925-10	10.08
20602-55200-51305	SEWER COLLECT - 815-970-4010 - 0925-10	30.61
10101-51200-51305	POL PATROL - 779-717-2118 - 0925-1025	34.79
10101-53100-50100	DPW-STRTS OPS - 815-739-2125 - 0925-10	34.79
10101-51300-51305	POL INVST OPS - 815-751-3037 - 0925-10	399.59
		<u>2,336.97</u>
VENDOR TOTAL:		<u>2,336.97</u>

INVOICE APPROVAL (BY INVOICE) FOR CITY OF SYCAMORE

EXP CHECK RUN DATES 11/03/2025 - 11/03/2025

POSTED
PAID

7B

Invoice Number	Description	Amount
GL Number	GL Description	
000667 TYLER BARTON		
10.28.25	PER DIEM REQUEST	
10101-52100-51402	TRAINING	64.32
VENDOR TOTAL:		64.32
000535 UNIFORM DEN EAST INC		
98590	SHIPPING CHARGE	
10101-51000-52300	UNIFORMS/PROTECTIVE CLOTHING	16.07
VENDOR TOTAL:		16.07
000547 US POSTAL SERVICE		
675233663	UTILITY BILLS - OCTOBER 2025	
10101-50400-52105	FREIGHT & POSTAGE	335.52
20601-54000-52105	FREIGHT & POSTAGE	640.53
20602-55000-52105	FREIGHT & POSTAGE	549.03
		1,525.08
VENDOR TOTAL:		1,525.08
000037 VESTIS SERVICES LLC		
6100463535	CUST 792151834 - FIRE 2	
10101-53400-52912	BUILDING SUPPLIES	79.72
6100465823	CUST 792151836 - POLICE	
10101-53400-52912	BUILDING SUPPLIES	85.64
6100465825	CUST 792149977- PUBLIC SAFETY	
10101-53400-52912	BUILDING SUPPLIES	30.83
6100466677	CUST 792151833 - PUBLIC WORKS	
10101-53100-51804	RENTAL-BLDG & EQUIP	39.77
20602-55200-51804	RENTAL-BLDG & EQUIP	39.77
		79.54
VENDOR TOTAL:		275.73
000244 W.W. GRAINGER, INC.		
9687906868	TEMP FAN CONTROLLER	
20602-55100-52104	SMALL TOOLS & EQUIPMENT	12.71
VENDOR TOTAL:		12.71
000829 WITMER PUBLIC SAFTEY GROUP, INC.		
INV760340	EXTRACTION HAND TOOL	
10101-52100-52402	FIREFIGHTING SUPPLIES & EQUIPMENT	176.44
VENDOR TOTAL:		176.44

Invoice Number	Description	
GL Number	GL Description	Amount
000580 ZARNOTH BRUSH WORKS INC		
0203919-IN	DISPOSABLE GUTTER BROOMS	
10101-53100-52810	SWEEPER PARTS	430.00
VENDOR TOTAL:		430.00
Report Total:		2,515,074.78



541 DeKalb Avenue
Sycamore, Illinois 60178
Main Phone: 815-895-4434

To: Michael Hall, City Manager

From: John Sauter, Director of Community Development

Date: October 27, 2025

RE: Agenda Items – November 3, 2025 City Council Meeting

Action Items

A. Consideration of a request by Chris Youssi of Youssi Custom Homes for Review and Approval of a Preliminary Development Plan and Plat in accordance with Section 4.4.5.C of the City's Unified Development Ordinance for the properties located North of East Plank Road and West of Luther Lowell Lane. (PIN's 06-21-300-051 & 06-21-300-055)

Chris Youssi of Youssi Custom Homes owns the vacant properties located north of East Plank Road, east of Route 23 and west of Luther Lowell Lane, as depicted below, and proposes to develop 13 single-family lots to be sold to prospective homeowners, develop and construct 13 multi-family buildings and develop 2 commercial lots to be sold to prospective users. The Planning & Zoning Commission considered a Concept Plan of Mr. Youssi's development proposal in May 2025 and provided him with positive feedback. The Commission also considered a Preliminary Plat on September 8, 2025, and the proposed plat failed to receive a favorable recommendation by a vote of 2-6. Mr. Youssi then requested that the Planning & Zoning Commission hold another public hearing at their October 13, 2025, meeting to consider additional public input regarding his proposed Preliminary Plat, as well as allow him the opportunity to answer questions from the Commission.



The multi-family buildings would be two-stories with three bedrooms, 1500 to 1800 square feet and would include 2-car garages. Both of the subject properties are currently zoned C-3, Highway Business District and the proposed single-family and multi-family portions would need to be re-zoned accordingly to accommodate the proposed uses. Additionally, and given the nature of Mr. Youssi's development proposal, it will need to be considered as a planned unit development. Below is a summary of his development proposal:

General

- **Private Roadways & Driveways:** The proposed roads and lighting will be private and will be the responsibility of a Homeowner's Association. All streets will be constructed in accordance with engineering and emergency response requirements, to include adequate paving materials, adequate turning radii and clearances for emergency response vehicles. All driveways within the single-family portion will be the responsibility of the respective property owners. Mr. Youssi will work with the DeKalb County Highway Department as the proposed commercial lots will utilize existing access points to Plank Road and Rt. 23.
- **Sidewalks & Connectivity:** The proposed plan includes construction of a continuous sidewalk on the south side of both private roads, a sidewalk on the west side of Luther Lowell Lane and a sidewalk in front of each single-family residential property as each lot is developed. A future sidewalk providing connectivity between the single-family lots and the commercial lots to the west may also be constructed on Outlot B by the Developer or property owner. Construction of this sidewalk is contingent upon the proposed use of the commercial lots and the need for connectivity.
- **Landscaping & Buffers:** All landscaping within the development will be reviewed, approved and constructed to ensure compliance with City engineering requirements. Staff recommends screening consisting of a berm, trees/landscaping or some combination of the two on the multi-family properties adjacent to Plank Road.
- **Common Areas:** A Homeowner's Association will be responsible for the maintenance and mowing of all common areas and open areas.
- **Grading, Watermain, Sanitary Sewer and Storm Water Detention:** All grading, drainage, floodplain, top of foundation, basement floor elevations, watermains, sanitary sewer and storm water detention will be reviewed, approved and constructed to ensure compliance with City engineering requirements. No deviations to the National Flood Insurance Program plan will be approved and all roof drains and sump pumps will be tied into a storm sewer system. All water, sanitary sewer and storm water mains will be publicly owned and must be located within easements in order to provide the necessary room for maintenance and repair. The closest available sanitary sewer lies within the commercial parcel to the west. The sanitary sewer shall be extended into the site but is not required across the property as all adjacent parcels are already served or have sewer available.

It should be noted that Outlot E, which is a stormwater detention area, was originally located on the east side of the property per the approved Concept Plan. Outlot E was moved to the west side of the property, as depicted on the proposed Preliminary Plat (Exhibit A) and the (Site Plan (Exhibit B), to facilitate more natural drainage outfall. City Engineer Mark Bushnell reviewed the proposed relocation of Outlot E and approved accordingly.

- **Stormwater Detention:** Stormwater management will be provided onsite and use an existing outfall through the Heron Creek Subdivision to the north. Since it is a change of use, it will be subject to the DeKalb County Stormwater Ordinance changes requiring the use of updated rainfall data when modeling the stormwater improvements.
- **Homeowner's Association:** The developer will establish a Homeowner's Association, and a dormant special service area will be established and will be activated in the event of a failure to maintain private improvements and common areas. The HOA will establish by-laws that would govern the association.
- **Permitting:** No building permits would be issued on any part of the property until all utilities and an aggregate road base are installed, certificates of occupancy will not be granted until the first lift of asphalt has been installed on all roadways and all applicable impact fees will be paid at the time building permits are issued.
- **Future Right-of-Way for Roadway Purposes:** Mr. Youssi has provided land area for additional right-of-way on the north side of Plank Road for a future turn lane and the DeKalb County Highway Department has approved accordingly.
- **Traffic:** The applicant has prepared calculations and a memorandum outlining existing traffic located at the intersection of Luther Lowell and Plank Road as well as impacts of the proposed development. The assumptions used for existing traffic based on the Institute of Transportation Engineers (ITE) were verified by traffic counts prepared by the DeKalb Sycamore Transportation Study, which is the local metropolitan planning organization.

The material prepared by the applicant's engineer and approved by the City Engineer (Exhibit D) indicates the impacts to traffic at the intersection are relatively minor and will not meet any of the eight warrants requiring a traffic signal as identified by the Manual or Uniform Traffic Control Devices.

The DeKalb County Engineer has also prepared a memorandum (Exhibit E) indicating the proposed improvements planned for Peace and Plank Roads both east and west of the proposed development.

Single-Family

- **Proposed Lots:** The single-family portion of the development would consist of 13 single-family lots that would be zoned R-1, Single-family District.
- **Density:** The combined area of the single-family lots is 4.39 acres. The proposed density of the single-family portion of the development would be 2.96 units per acre, which complies with the Low-density standards as set forth in the 2021 Comprehensive Plan.
- **Minimum Lot width:** The proposed lot widths comply with the required 75' minimum.
- **Minimum Lot Depth:** The proposed lot depths comply with the required 120' minimum.
- **Minimum Lot Area:** The proposed lot areas comply with the required 9000 sq. ft. minimum.

- **Building Setbacks:** Staff recommends that a variation be granted to reduce the required side yard setback from 10' to 7'. All but one of the approved residential subdivisions within the City currently require side yard setbacks of either 5' or 7'. The recommended 7' side yard setback would align with most current subdivision requirements and allow for a larger buildable area on the proposed single-family lots. As a condition of the recommendation, Staff would not recommend approval of any future requests to reduce the required side setback to less than 7'. To reiterate, the requested variation is a Staff recommendation, not a request by Mr. Youssi, in order to provide typical and comparable buildable areas for future dwellings.
- **Parking:** Parking requirements will be reviewed, approved and constructed as each lot develops to ensure compliance with City requirements.

Multi-Family

- **Proposed Lot and Units:** The multi-family portion of the development would include 13 buildings consisting of 43 three-bedroom townhome units that would be zoned R-3, Multi-family District. Each building would be 2 stories in height and have a private driveway and entrance.
- **Density:** The combined area of the multi-family lots is 7.14 acres. Assuming 43 units, the proposed density of the multi-family portion of the development would be 6 units per acre, which complies with the intent of the Medium-density standards of units per acre as set forth in the 2021 Comprehensive Plan.
- **Minimum Lot width:** The proposed lot widths comply with the required 75' minimum.
- **Minimum Lot Depth:** As proposed, 12 of the 13 lots are less than the required 125' minimum lot depth. The subject lots range from 107' to 110' deep. While the lot depths appear to be deficient, the lots exist primarily for platting and HOA purposes. Since adequate open space is being provided and the required building setbacks comply (see Lot Coverage and Building Setbacks below), the proposed lot depths could be varied as part of the Planned Unit Development.
- **Total Minimum Lot Area:** The site's total square footage is 311,303 sq. ft and the total minimum lot area for the development is 172,000 sq. ft. As such, the site complies with the required minimum lot area.
- **Individual Lot Area:**
 - **3-unit buildings:** As proposed, 5 of the 9 lots are less than the required 12,000 sq. ft. The subject lots range in size from 11,342 sq. ft. to 13,992 sq. ft.
 - **4-unit buildings:** As proposed, 3 of the 4 lots are less than the required 16,000 sq. ft. The subject lots range in size from 14,513 sq. ft. to 14,604 sq. ft.

As mentioned, the lots exist primarily for platting and HOA purposes. Since adequate open space is being provided and the total minimum required lot area complies, the proposed individual lot areas could be varied as part of the Planned Unit Development.

- **Lot Coverage:** The proposed lot coverage is 47%, which complies with the allowable 75% maximum per the City's Unified Development Ordinance and also meets the 30% open space requirement per the Comprehensive Plan.

- **Building Setbacks:** The proposed buildings comply with the required setbacks from the lot lines and proposed roads.
- **Parking:** Attached townhomes require 2 parking spaces plus an additional .33 guest spaces per unit, meaning 100 off-street parking spaces are required in accordance with City requirements. Each townhome would include a 2-car garage and two driveway parking spaces, for a total of 172 off-street parking spaces being provided. No on-street parking is proposed.

Commercial

- **Proposed Lots:** The commercial portion of the development would consist of 2 lots that would be zoned C-3, Highway Business District.
- **Minimum Lot Width & Depth:** The proposed lot widths and depths comply with the bulk requirements of the UDO.
- **Ingress / Egress:** Lot 25 will be accessed via the private road west of Casey's. Lot 26 will be accessed via the private road south of Casey's.
- **Other Bulk Requirements:** All other bulk requirements will be verified for compliance upon submittal of permit submittals.

Accordingly, Mr. Youssi has submitted a Preliminary Plat and Plan for consideration by the City Council. The Planning & Zoning Commission considered a Concept Plan of Mr. Youssi's development proposal in May 2025 and provided him with positive feedback. The Commission also considered a Preliminary Plat on September 8, 2025 and the proposed plat failed to receive a favorable recommendation by a vote of 2-6. Mr. Youssi then requested that the Commission hold another public hearing at their October 13, 2025 meeting to consider additional public input regarding his proposed Preliminary Plat, as well as allow him the opportunity to answer questions from the Commission. Consideration of a motion to reconsider the Planning & Zoning Commission's prior vote was read by Chairperson Kittterman and no motion was made. No action was taken, and the matter was forwarded to the City Council with the Planning & Zoning Commission's prior recommendation for disapproval of the proposed Preliminary Plat.

It should be noted that, if Mr. Youssi's Preliminary Plat receives approval by the City Council, additional Planning & Zoning Commission and City Council action would be required at a future meeting in order to finalize the special use permit for a planned unit development, consideration of a final plat and plan and rezoning of the property.

Mr. Youssi submitted the following exhibits to facilitate discussion and is present to answer any questions from the City Council:

- Exhibit A: Preliminary Plat
- Exhibit B: Site Plan
- Exhibit C: Multi-family and single-family residence proposed elevations
- Exhibit D: Memorandum – Applicant's Engineer
- Exhibit E: Memorandum – DeKalb County Engineer

City Council action is requested.

ORDINANCE NO. 2025.19

**AN ORDINANCE REGARDING A REQUEST BY CHRIS YOUSSE OF YOUSSE
CUSTOM HOMES LLC FOR REVIEW AND APPROVAL OF A PLANNED
DEVELOPMENT PRELIMINARY DEVELOPMENT PLAN AND PLAT IN
ACCORDANCE WITH SECTION 4.4.5.C. OF THE CITY'S UNIFIED DEVELOPMENT
ORDINANCE FOR THE PROPERTIES LOCATED NORTH OF EAST PLANK ROAD
AND WEST OF LUTHER LOWELL LANE (PINS 06-21-300-051 & 06-21-300-055)
IN THE CITY OF SYCAMORE, ILLINOIS.**

NOW THEREFORE, BE IT ORDAINED by the City Council for the City of Sycamore as follows:

1. That the request by Chris Youssi of Youssi Custom Homes LLC for approval of a Planned Development Preliminary Development Plan and Plat in accordance with Section 4.4.5.C. of the City's Unified Development Ordinance for the properties located north of East Plank Road and west of Luther Lowell Lane (PINS 06-21-300-051 & 06-21-300-055) in the City of Sycamore is hereby approved.

2. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 3rd day of November, 2025.

Ayes: _____

Nays: _____

Abstain: _____

APPROVED: November 3, 2025

ATTEST:

MAYOR – Steve Braser

CITY CLERK – Mary Kalk

**FINDINGS OF FACT, REPORT AND
RECOMMENDATION
TO SYCAMORE CITY COUNCIL**

To: Sycamore City Council
From: Sycamore Planning and Zoning Commission, Nate Kitterman, Chairman
Date: October 14, 2025

Re: Consideration of a request by Chris Youssi of Youssi Custom Homes for review and approval of a Planned Development Preliminary Development Plan and Plat in accordance with Section 4.4.5.C. of the City's Unified Development Ordinance for the property located north of East Plank Road and West of Luther Lowell Lane (PINs 06-21-300-051 & 06-21-300-055) in the City of Sycamore, Illinois.

On September 8, 2025, the Sycamore Planning and Zoning Commission (sometimes referred to as "PZC") conducted a public hearing commencing at 7:11 p.m. in the Sycamore City Council Chambers at 308 W. State Street, Sycamore, Illinois to consider the request of applicant as identified above. Public notice of the Public Hearing was given through publication in the *Daily Chronicle* on August 21, 2025, along with notice as required under the provisions of the City's Unified Development Ordinance (UDO). Petitioner was not present at the September 8th public hearing, but Petitioner's engineer Jeff Linkenheld of Arc Design Resources Inc. and Mike Carpenter of RVG Commercial spoke at the public hearing on Petitioner's behalf. Mr. Carpenter and Mr. Linkenheld identified Petitioner's intentions as set forth on the Preliminary Development Plan and Plat, referencing a residential development comprised of 13 single-family units, 43 multi-family townhome units, and 2 commercial outlots. The PZC heard testimony regarding the likelihood of rental of the multi-family units and possible acquisition of the single-family lots by Silverthorne Homes to build and develop for residential purposes.

Numerous individuals appeared at the public hearing to voice opposition to the proposed Preliminary Plan and Plat. Cited concerns included opposition to the addition of rental units into the City of Sycamore, potential for increased traffic as a result of new residential occupants, additional crowding of schools, a deviation from single-family character of the community's housing stock, deviation from the provisions of the Comprehensive Plan, and opposition to the shift from the current commercial zoning of the site to residential zoning as a necessary future consequence of the Preliminary Plan and Plat.

City staff reported regarding the technical submissions contained within the application and noted compliance with City regulations in its design. The County Engineer submitted correspondence regarding roadway locations and potential future right-of-way dedication.

Discussion by the members of the PZC centered upon concerns about altering the underlying zoning from commercial to residential, questions about intentions to rent rather than sell, the units depicted on the Plat and Plan, and additional questions that PZC members may have had for the Petitioner who was not able to be present at the meeting.

A motion for approval of the Preliminary Plat and Plan was made by Commissioner Stowe, seconded by Commissioner Hamingson. The motion to approve failed to pass by a 2-6 vote of Commissioners present.

At the request of the petitioner, consideration of the Preliminary Plat and Plan was deferred from the September 15, 2025, City Council agenda and a second public hearing was scheduled for October 13, 2025, at 6:00 p.m. Petitioner Chris Youssi appeared in person before the Planning and Zoning Commission at the second public hearing, but no motion was made by any member of the PZC to permit reconsideration of the previous recommendation of the PZC.

The Sycamore Planning and Zoning Commission therefore finds as follows in accordance with Section 4.4.5.C.3 of the Unified Development Ordinance (“UDO”):

- a. The proposed plan is not consistent with the stated purpose of Planned Development regulations due to the change in emphasis of underlying zoning from commercial use to residential use and the intended rental character of the multi-family component.
- b. There exists a departure from zoning regulations otherwise applicable to the subject property, characterized by the shift from commercial to residential use.
- c. Standards of Section 4.4 of the UDO are acknowledged to have been met.
- d. Based upon Staff comment and recommendation, physical design of the Proposed Planned Development, technical control over vehicular traffic, protection of designated planned open space, and amenities of light and air recreation and visual enjoyment are acknowledged to have been met.
- e. There exists a deviation from the recommendations of the Sycamore Comprehensive Plan, characterized by the shift from commercial to residential use.

Correspondence received from individuals, from the County Engineer, and from the Petitioner is attached hereto as Group Exhibit “A.”

In accordance with the requirements of Section 4-4-5 of the UDO, the Sycamore Planning and Zoning Commission finds that approval is not in the public interest and recommends disapproval of the proposed Planned Development Preliminary Development Plan and Plat for the property located north of East Plank Road and West of Luther Lowell Lane (PINs 06-21-300-051 & 06-21-300-055) to the Sycamore City Council.

Respectfully Submitted,
Nate Kitterman, Chairman, Sycamore PZC

Honorable Members of the Planning and Zoning Commission,

I am writing to you as a concerned, long-term resident of North Grove and Heron Creek to respectfully oppose the proposed Youssi Real Estate development along East Plank Rd that seeks to rezone existing commercial lots into a mix of single-family and multi-family residential properties. While growth and housing availability are important, this proposal presents several significant concerns for our community's stability, infrastructure, and long-term economic health.

1. Impact on Established Neighborhood Values

The proposed lot sizes are significantly smaller than those in our established neighborhood, and the estimated sale values fall below the existing market average. This disparity will likely diminish the overall property values of long-term residents, many of whom have invested their life savings into their homes. Protecting the integrity of established neighborhoods is essential to maintaining confidence in our city's planning and zoning process.

2. Loss of Commercial Land and Economic Opportunity

The proposal requires rezoning commercial land into residential use. This change would permanently reduce the availability of commercial spaces that could otherwise support revenue-generating businesses, jobs, and essential services. Once lost, these economic opportunities cannot be easily regained. Maintaining a balanced land-use plan is critical for the city's tax base and future economic resilience.

3. Availability of Alternative Development Sites

Within just half a mile of the proposed site, farmland, west of Route 23, is already planned for future multi-family housing developments. Although rezoning is still required, this was accounted for in the 2021 Development plan set forth by this commission. This designated area west of Route 23 provides an appropriate and sustainable location for residential expansion without compromising existing neighborhoods or eliminating valuable commercial zones. It would be prudent to prioritize development in areas already set aside for growth. Additionally, the farmland west of Route 23 provides a safer, more desirable development location that is more likely to maintain and increase in value over time.

4. Strain on Infrastructure and Public Services

The proposed project would increase the number of residential units in our neighborhood by 16%. This significant addition will place further strain on local infrastructure, particularly traffic and schools. Our community is already experiencing excessive congestion, and the North Grove Elementary School was recently redistributed due to overcrowding. Adding hundreds of new residents will only exacerbate these existing challenges.

Conclusion

For these reasons, we strongly urge the Planning and Zoning Commission to deny the rezoning request and proposed development in its current form. We believe a more responsible path forward would be to direct new housing toward areas already designated for growth while preserving commercial land for future businesses and protecting the stability of established neighborhoods.

We respectfully ask that the commission prioritize long-term community health, economic opportunity, and infrastructure sustainability in your decision.

Thank you for your consideration.

Respectfully,

Robert and Colleen Russell

Mary Kalk

From: [REDACTED]@com>
Sent: Wednesday, August 27, 2025 4:41 PM
To: Mary Kalk
Subject: Plank/Luther Lowell Re-Zone

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. If you suspect phishing, click the "Report Phishing" button in your toolbar.

August 27, 2025

To Nate Kitterman, Chairperson of Sycamore Planning and Zoning Commission,

In regards to the public notice sent out for re-zoning the property off Plank Rd and Luther Lowell by Youssi homes, my family and I are 100% AGAINST this proposal.

My husband works as a real estate appraiser and knows first hand that Youssi is low income, poor quality townhomes and condos. This is NOT the aesthetic look our neighborhood has. Not only may they prove to be unsafe, but my husband guarantees that they will lower home values. Do your citizens know this? What is the point of adding rentals to a suburbia neighborhood with high quality homes?

As a resident of the North Grove Crossing neighborhood, teacher, and parent, it makes no sense to add families to an already overcrowded situation. North Grove Elementary was over-crowded, now you want to add back to the problem?

It should be noted that a roundabout is being put in by the elementary school. Why is that? Traffic is already an issue. Building more homes brings more traffic and congestion.

My husband and I built in Sycamore for the safety and family oriented feel. We've put in money towards our home. We pay high taxes for these things, as well as for quality schools. This is my children's home and I won't tolerate it being tarnished.

Feel free to reach out to my husband or myself.

Sincerely,

Frank and Cassie Anson

[REDACTED]
 Sycamore, IL 60178

Mary Kalk

From: [REDACTED]@net>
Sent: Wednesday, August 27, 2025 7:46 PM
To: Mary Kalk
Subject: Nate Kitterman. Plank road and Luther Lowell

Follow Up Flag: Follow up
Flag Status: Flagged



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender

EXTERNAL EMAIL NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. If you suspect phishing, click the "Report Phishing" button in your toolbar.

To Nate Kitterman, Chairperson of Sycamore Planning and Zoning Commission,

Re-zoning the property off Plank Rd and Luther Lowell by Youssi home, we are AGAINST the re-zoning. Reasons are listed below.

1. Sycamore just had to rezone the elementary schools because North Grove Elementary was over-crowded with large class sizes, so why would we add more at this time? Allowing more homes to be built is adding to a problem of an over crowded school already.
2. There are townhomes already in that area that aren't selling. Why would we add or allow someone to come and build townhomes or apartments cheaper to bring down the value of other homes in that area?
3. The traffic coming out of the neighborhood onto Plank Rd from either N. Grove Rd and Luther Lowell Ln is already crowded and difficult depending on the time of day. Again, allowing more residential items to be build here will add to this mess. Traffic light or something else would become a necessity.

I do not support this plan of this builder being allowed to re-zone this property. There are so many other options for that land that can add better value and are better suited for the sycamore community.

Thank you
 Amy Ward

To Nate Kitterman, Chairperson of Sycamore Planning and Zoning Commission,

In regards to the public notice sent out for re-zoning the property off Plank Rd and Luther Lowell by Youssi home, we are AGAINST the re-zoning. I am a resident of the North Grove Crossing neighborhood, and Sycamore just had to rezone the elementary schools because North Grove Elementary was over-crowded with large class sizes, so why would we add more at this time? I also read in the notes they had plans for townhomes, and the plan was that these homes would start off as rentals. I see no reason to drop a bunch of rental townhomes in the middle of a single family home neighborhood that already has new build townhomes that haven't sold yet. I saw that these are supposed to be under 300k, which would drop the property values throughout the neighborhood, especially when the other townhomes in our neighborhood are listed at over 350k, and most single family homes range from 400-500k. Also the traffic coming out of the neighborhood onto Plank Rd from either N. Grove Rd and Luther Lowell Ln is already crowded and difficult depending on the time of day, again, I see no reason to add to this problem. Looking at Google reviews of Youssi Custom homes of Sycamore is dismal. Poor reviews of terrible craftsmanship, service, and warranties promised are disappointing to read, along with quick turn around from tenants. I do not support this plan of this builder being allowed to re-zone this property.

Nick and Jen Moffitt
[REDACTED]

RECEIVED
SEP -2 2025
CITY CLERK

Mary Kalk

From: [REDACTED]@com>
Sent: Tuesday, October 14, 2025 10:17 AM
To: Mary Kalk
Subject: Youssi housing



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender [REDACTED]@com

EXTERNAL EMAIL NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. If you suspect phishing, click the "Report Phishing" button in your toolbar.

I am expressing my concern for the Youssi development since it is back on the schedule if you could please forwarding my this to:

To Nate Kitterman, Chairperson of Sycamore Planning and Zoning Commission,

In regards to the public notice sent out for re-zoning the property off Plank Rd and Luther Lowell by Youssi home, we are AGAINST the re-zoning. We are residents of the North Grove Crossing neighborhood, and Sycamore just had to rezone the elementary schools because North Grove Elementary was over-crowded with large class sizes, so why would we add more at this time? We also read in the notes they had plans for townhomes, and the plan was that these homes would start off as rentals. We see no reason to drop a bunch of rental townhomes in the middle of a single family home neighborhood that already has new build townhomes that haven't sold yet. We saw that these are supposed to be under 300k, which would drop the property values throughout the neighborhood, especially when the other townhomes in our neighborhood are listed at over 350k, and most single family homes range from 400-500k. Not to mention the traffic coming out of the neighborhood onto Plank Rd from either N. Grove Rd and Luther Lowell Ln is already crowded and difficult depending on the time of day. We see no reason to add to this problem. Looking at Google reviews of Youssi Custom homes of Sycamore is dismal. Poor reviews of terrible craftsmanship, service, and warranties promised are disappointing to read, along with quick turn around from tenants. We do not support this plan of this builder being allowed to re-zone this property. I don't understand why this has been presented multiple times? The Sycamore residents have voiced the opinions, it's been denied, at what point will the city listen to the citizens and put a final no on this? Why does this keep trying to sneak into the agenda to pass? Can't our voices be heard once and for all?

Regards,

Cheri VanHoosier
 North Grove Resident



DEKALB COUNTY HIGHWAY DEPARTMENT

Office of
County Engineer
1826 Barber Greene Road
DeKalb, Illinois 60115

NATHAN F. SCHWARTZ, P.E.
County Engineer

Office Phone: (815) 756-9513
Fax: (815) 756-8705

April 11, 2025

City of Sycamore
Planning & Zoning Commission
308 W State Street
Sycamore, IL 60178

Re: Development Proposal at intersection of
Plank Road & Luther Lowell Lane

Attn: Chairperson Nate Kitterman

Dear Mr. Kitterman:

We have reviewed the agenda for the April 14, 2025 Planning & Zoning Commission. Item 5A is a workshop regarding a proposed residential development at the northwest corner of the intersection of Plank Road and Luther Lowell Lane. We are not able to attend the workshop so we hope this letter will suffice to share our comments.

The Peace Road / Plank Road corridor is an arterial highway. There have been a lot of improvements to the corridor over many years. Currently, the widening of Peace Road from two lanes to four lanes between IL Route 64 and Freed Road is under contract. The continuation of the Peace Road widening will continue with preliminary engineering starting in the next year for the stretch between Freed Road and IL Route 23. On Plank Road, the preliminary engineering for a roundabout will be completed for a letting in late 2025 and construction in 2026. The preliminary engineering has been started for a realignment of Plank Road north / east of Lindgren Road. As development occurs beyond Lindgren Road, the need will occur for Plank Road to be widened to four lanes.

The City of Sycamore has used good planning considering future improvements when evaluating current development. The Plank Road Commercial Center along Plank Road east of IL Route 23 was platted in 2008. It provided 80 ft of right of way (ROW) on the north side of Plank Road. In 2013, the Resubdivision of Lot 1 In Plank Commercial Center reestablished the 80 ft of ROW. This commitment by the City was critical for the future improvements of Plank Road. We appreciate the City having the foresight for long range improvements.

Traffic counts will continue to grow along Plank Road with developments filling in the available lots and expansion of the City to the northeast. At some point, additional improvements will be needed along Plank Road between IL Route 23 and Lindgren Road. The current entrance for Casey's & the Greater Family Health building onto Plank Road was placed as a "temporary location" until the remaining land to the east was developed. In previous conversations between the County and the City, it was believed the residential property at 14339 Plank Road may sell their property to a larger development between it and the land next to Luther Lowell Drive. At that time, the access point onto Plank Road would be relocated further east to provide better lengths for left turn lanes for IL Route 23 and the Plank Road access point, both while considering the left turn lane for Luther Lowell Lane. The relocated entrance would be at a suitable location for an intersection that provides access to the current and planned development on the north side of Plank Road as well as the future development of the 24-acre parcel on the south side of Plank Road. This access point serving both sides of Plank Road, as well as the Luther Lowell Lane access point, are both in accordance with the 1994 IGA between DeKalb County and the City of Sycamore covering Peace Road & Plank Road access points.

BRAD HUNOLD
Assistant County Engineer

STACY RICHARDSON
Support Services Manager

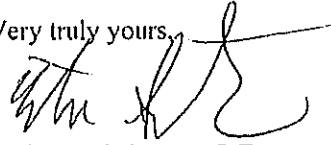
JOSH MERCHANT
Operations Manager

In order to accommodate these improvements, including the future widening from two lanes to four lanes, we believe it is imperative to dedicate 80 ft of ROW along the north side of Plank Road with this proposed development as was done with previous subdivisions along the same stretch of road. Additionally, Luther Lowell Lane will likely receive a traffic signal when Plank Road traffic increases to a certain level. Therefore, similar to the intersection with IL Route 23, we highly recommend a triangle shaped corner dedication of ROW at Luther Lowell Lane of 50 ft along Plank Road and 50 ft along Luther Lowell Lane.

Lastly, the interconnection of sidewalks and bicycle trails has been a priority of many communities including the City of Sycamore. We recommend the extension of the sidewalk along Luther Lowell Lane on the east side of the property south to Plank Road.

If you or the developer has any questions regarding these comments or future plans of the Plank Road corridor, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Nathan F. Schwartz', written over a horizontal line.

Nathan F. Schwartz, P.E.
County Engineer

Cc: Mark Bushnell, Sycamore City Engineer (via email)
John Sauter, Sycamore Director of Community Development (via email)



DEKALB COUNTY HIGHWAY DEPARTMENT

Office of
County Engineer
1826 Barber Greene Road
DeKalb, Illinois 60115

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County Engineer

Office Phone: (815) 756-9513
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April 12, 2025

City of Sycamore
Planning & Zoning Commission
308 W State Street
Sycamore, IL 60178

Re: Development Proposal at intersection of
Plank Road & Luther Lowell Lane

Attn: Chairperson Nate Kitterman (via email)

Dear Mr. Kitterman:

In our letter submitted yesterday regarding the above referenced development, we did not mention the proposed utilities drawn on the maps. Often utilities are a secondary planning item, subject to the final location of roadways, buildings, and other structures. Since the April 14th meeting is a workshop dedicated to collection of any feedback available, we determined it would be good to provide additional thoughts on the submission.

It is generally known that utilities placed in the public right of way (ROW) are subject to a permitting process. There is a proposed sanitary sewer extension shown on the plans that appears to be placed under the shoulder of Plank Road. We presume this was not intended to be the final location because sanitary sewers are placed quite deep in the ground and would require the closure of the westbound lane for construction and future maintenance. Additionally, the sewer would be under a lane of traffic when the road is widened to four lanes in the future as described in our April 11th letter. We always require utilities to be placed as far from the roadway pavement as possible.

New developments in municipalities will often have a utility easement along the edges of the internal roads and along the outside edges of the development. In the subdivision plats we have seen from the City of Sycamore, we have found this to be the case. In subdivisions with common areas surrounding the individual lots, such as developments with townhouses, we have seen the common areas also serve as utility easements. This is beneficial for residential subdivisions as there are multiple utilities that need to serve each unit. We would request the City continue this past practice. This would allow the proposed sanitary sewer to be placed outside the Plank Road ROW until it leaves the west edge of the development. Since municipalities usually request other utilities to keep a minimum distance from sanitary sewers, it would be beneficial to keep it outside of the Plank Road ROW where other utilities are located.

Again, if you or the developer has any questions regarding these comments or future plans of the Plank Road corridor, please do not hesitate to contact me.

Very truly yours,

Nathan F. Schwartz, P.E.
County Engineer

Cc: Michael Hall, Sycamore City Manager (via email)
Mark Bushnell, Sycamore City Engineer (via email)
John Sauter, Sycamore Director of Community Development (via email)
Mark Kalk, Sycamore City Clerk (via email)

BRAD HUNOLD
Assistant County Engineer

STACY RICHARDSON
Support Services Manager

JOSH MERCHANT
Operations Manager



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Fax: (815) 756-8705

September 8, 2025

City of Sycamore
Planning & Zoning Commission
308 W State Street
Sycamore, IL 60178

Re: Youssi Real Estate And Development, Inc.
Proposed Development at northwest corner
of Plank Road / Luther Lowell Lane

Attn: John Sauter,
Director of Community Development
(via email)

Dear Mr. Sauter:

We have reviewed the agenda for the September 8, 2025 Planning & Zoning Commission. Item 5D is a consideration regarding a proposed residential development at the northwest corner of the intersection of Plank Road and Luther Lowell Lane. We are not able to attend the workshop so we hope this letter will suffice to share our comments.

As mentioned in our comments for the April workshop on this proposed development, we appreciate the City's support in reserving the needed right of way (ROW) for future roadway projects. It appears the needed 30 ft of ROW to reach the full 80 ft of ROW along the north side of Plank Road is shown as Outlot G on the Preliminary Plat dated 08/11/2025. As was the case when the now current 50 ft of ROW was transferred to DeKalb County via a trustee's deed in 1996, we request the proposed 30 ft of extra ROW plus the triangle at the corner with Luther Lowell Lane, shown as Outlot G, be transferred fee simple to the DeKalb County Government.

As mentioned in our April comments, the current commercial entrance providing access to the Casey's General Store & the Greater Family Health building will ultimately need to be moved further east to accommodate improved left turn lanes for Illinois Route 23 and that commercial entrance. The timing of this will likely depend on multiple factors including increased traffic, the residential owner's willingness to sell the residential property between the Greater Family Health Building and the proposed Youssi development, and other future development both on the north side of Plank Road around the Casey's General Store and on the south side of Plank Road. The location of the joint access point for the north and south sides of Plank Road is intended to be a single, full access point based on the 1994 IGA between DeKalb County and the City of Sycamore covering Peace Road & Plank Road access points. Because of the proposed Youssi development's use of the private commercial entrance, and the commercial entrance's need to eventually be moved at an unknown time in the future, we would like the developer to commit, along with subsequent owners of the affected lots, to not oppose the relocation of the commercial entrance and not seek financial or other damages if the entrance is moved east but still west of Lots 16-18.

If you or the developer has any questions regarding these comments or future plans of the Plank Road corridor, please do not hesitate to contact me.

Very truly yours,

Nathan F. Schwartz, P.E.
County Engineer

Cc: Mark Bushnell, Sycamore City Engineer (via email)

BRAD HUNOLD
Assistant County Engineer

STACY RICHARDSON
Support Services Manager

JOSH MERCHANT
Operations Manager



DEKALB COUNTY HIGHWAY DEPARTMENT

Office of
County Engineer
1826 Barber Greene Road
DeKalb, Illinois 60115

NATHAN F. SCHWARTZ, P.E.
County Engineer

Office Phone: (815) 756-9513
Fax: (815) 756-8705

September 29, 2025

City of Sycamore
Planning & Zoning Commission
308 W State Street
Sycamore, IL 60178

Re: Development Proposal at intersection of
Plank Road & Luther Lowell Lane

Attn: Chairperson Nate Kitterman

Dear Mr. Kitterman:

The DeKalb County Highway Department has previously commented on the proposed development at the northwest corner of Plank Road and Luther Lowell Lane. We understand there have been questions regarding the County's plans for the Peace Road / Plank Road corridor. We are listing our current plans for this corridor to help the City in its evaluation of the proposed development.

Peace Road & Plank Road Improvements

DeKalb County has jurisdiction of Peace Road and Plank Road within and just outside the City of Sycamore's municipal limits. Peace Road and Plank Road carry much of the same traffic as each is an extension of the other with IDOT's Illinois Route 23 / Main Street separating the two roads. The County has multiple projects underway for these roads.

Peace Road Widening

DeKalb County has just entered a contract with an engineering firm regarding Peace Road between Freed Road and Illinois Route 23 / Main Street. The contract will complete the preliminary engineering including survey, design, permitting, and creation of plans and specifications for the widening of Peace Road to two lanes in each direction, installation of traffic signals where warranted by state and federal guidelines, upgrade of existing traffic signals, preparation for or accommodation of sidewalks / multi-use trails at roadway crossings, and overhead lighting at intersections. Because of the widened road, the bridge over the Blue Heron Creek will need to be widened. Due to its age and outdated design, the bridge will be replaced. Eastbound traffic on Peace Road will taper from two lanes to one lane prior to crossing Illinois Route 23 / Main Street since Plank Road is not scheduled to be widened to multiple lanes at this time. Construction on this segment will depend on availability of funding and will likely not begin until another 3-5 years.

Plank Road Improvements between Illinois Route 23 / Main Street and Lindgren Road

Just as Peace Road will eventually have two lanes of traffic in each direction, so will Plank Road at some time in the future. The planned construction along Plank Road between Illinois Route 23 / Main Street and Lindgren Road of Plank Road is being made with consideration of short range, mid range, and long range improvements. The future improvements of this section of Plank Road will likely include the following.

1. Installation of a right turn lane for westbound traffic on Plank Road turning north onto Luther Lowell Lane: As traffic increases on Luther Lowell Lane due to new developments such as the proposed development at the northwest corner of the intersection, and as traffic increases on Plank Road itself, a right turn lane for westbound Plank Road traffic will need to be installed.

BRAD HUNOLD
Assistant County Engineer

STACY RICHARDSON
Support Services Manager

JOSH MERCHANT
Operations Manager

2. Installation of a traffic signal at the intersection of Luther Lowell Lane: this will depend on meeting one of various warrants listed in the Manual of Uniform Traffic Control Devices. The warrants include eight-hour vehicular volume, 4-hour vehicular volume, peak hour traffic, pedestrian volume, school crossing, coordinated traffic signal, crash experience, roadway network, and railroad crossing. While the warrants are not currently met, development of the northwest corner of the intersection and/or the south side of Plank Road could increase traffic at the intersection to a point where one of the warrants may be met.
3. Modification of the commercial access point on the north side of Plank Road between Illinois Route 23 / Main Street and Luther Lowell Lane: If the residential property east of the Greater Family Health is developed into a commercial property, the commercial access point for all three commercial properties on the north side of Plank Road will likely be moved further east to better accommodate turn lanes for it and for the adjacent intersections to the west and east. This modified access point location would likely be the access point for a future development on the south side of Plank Road.
4. Widening of Plank Road: As more development occurs along Plank Road particularly north of Lindgren Road, and as the pass-through traffic increases from Sycamore, DeKalb, and other communities to the west, Plank Road will eventually need two lanes of traffic in each direction.

The timing of each of these improvements are dependent on development as mentioned above. The construction timeline will also depend on availability of funding for each project.

Plank Road Intersection with Lindgren Road / North Grove Road

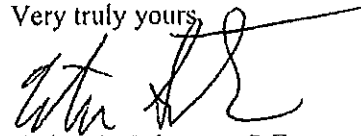
The intersection of Plank Road with Lindgren Road / North Grove Road is being modified from a traditional intersection to a single-lane roundabout. This is based on traffic studies, crash data, and feedback from public outreach including a public meeting in November 2024. The preliminary engineering including design, permitting, and creation of plans and specifications are all expected to be completed in late 2025 with construction occurring in 2026. Both legs of Plank Road and the Lindgren Road leg will remain open during construction. Because North Grove Crossing Subdivision and Heron Creek Subdivision will have access to Plank Road via Luther Lowell Lane, the North Grove Road leg of the intersection will be closed during construction.

Plank Road Realignment Northeast of Lindgren Road

Plank Road north and east of Lindgren Road including the intersections with Moose Range Road, Devine Way, Gerry Lane, and Lukens Road have been the focus of many conversations over the past 30 years concerning traffic and safety. A study was recently performed which supported a realignment of Plank Road. The study included public outreach including a public meeting in November 2024. The realignment is currently undergoing phase I of preliminary engineering which includes survey, permitting, ultimately right of way acquisition. After phase I of preliminary engineering is complete, phase II will be completed which includes the creation of plans and specifications. Construction will likely not occur until after 2030.

If the City or the developer has any questions regarding these comments or future plans of the Plank Road corridor, please do not hesitate to contact me.

Very truly yours,



Nathan F. Schwartz, P.E.
County Engineer

Cc: Michael Hall, Sycamore City Manager (via email)
Mark Bushnell, Sycamore City Engineer (via email)
John Sauter, Sycamore Director of Community Development (via email)
Mark Kalk, Sycamore City Clerk (via email)



YOUSSI
REAL ESTATE • DEVELOPERS

September 9, 2025

Mr. John Sauter
Director of Community Development
City of Sycamore
541 DeKalb Avenue
Sycamore, IL 60178

Re: Plank Road Crossing (NW Corner Plank Rd and Luther Lowell Lane)

Mr. Sauter,

In light of my inability to be at the September 8, 2025 plan commission meeting due to being out of the country at present, I am aware that certain members of the commission voiced their concern about my attendance prior to a negative recommendation to council.

We feel this proposal is a good plan for the area and keeps with the existing development character of the surrounding area. Therefore, we wish to withdraw our petition from the City council agenda for September 15, 2025 with the intent of re-applying to the plan commission for their October 13, 2025 meeting, where I will be able to attend and respond to public comments regarding my business operations. I understand the matter will not be considered until the City council meeting on October 20, 2025, at the earliest and I waive the requirement of this matter being heard within 30 days of September 8.

If you have any questions or concerns, please contact my engineer Jeff Linkenheld at Arc Design Resources until I return to the country on September 12th.

Regards,

Chris L Youssi

Mary Kalk

From: [REDACTED] com>
Sent: Monday, October 13, 2025 11:15 AM
To: Michael Hall; [REDACTED]
 [REDACTED]
 [REDACTED] Nate Kitterman
Cc: Mary Kalk
Subject: Plank rd rezoning petition 10-13-2025
Attachments: CY.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. If you suspect phishing, click the "Report Phishing" button in your toolbar.

TO: Mr Chairman and members of the planning and zoning commission.


My name is Chris Youssi with Youssi Custom Homes LLC / Youssi Rentals LLC. Regrettably , I was not able to attend the September meeting due to an out of country obligation with a Church plant where my wife and I are participants. Originally we thought this would be on the August agenda , however we were not able to meet some of the needed requirements for our application to be submitted. I would like to take a few moments and present some facts of our petition along with clarification of misinformation and false statements concerning myself, our companies and our intentions.

- 1 - Our petition consists of nearly 25 % single family homes backing up to existing single family homes with a price point from the \$400's.
- 2- Including the single family homes along with the townhomes, we plan on SELLING 62-75% of the 55 units we are proposing. We are doing our best to meet a price point of upper \$200's to low \$300's to attract first time buyers in the marketplace .
- 3- We (family / partners) currently have 36 total rentals in the City of Sycamore 70% of these rentals are behind Meijers foods where the vast majority are less than 1 year old. Our current average rent for these units behind Meijers is \$2340 / month - hardly what I would consider to be "low income housing ".
- 4- Our business model will be the same at this location as it is behind Meijers and Stonegate (currently under construction) subdivision : Selling up to 75% of our units and renting no less than 25% of our new builds. This enables us to meet demands of both the rental community (where historically up to 20% of our tenants become owners vs continuing to rent) and the owners marketplace.
- 5- Important for you to understand we have SOLD AND CLOSED 12 UNITS behind Meijers that were rentals for 1 year with another 2 that are sold, pending closing . We also have another 2-4 as leases expire that we are planning on placing on the market within the next 30 days. Ironically one of the objectors to our petition who lives behind Meijers made a statement " none of the rentals have been sold there are no for sale signs" lives with an owner who actually purchased our first rental that was 1 year old back in March of 2025.
- 6- Location of our rentals will be mainly units that back up to Plank rd. Currently about 85% of our current Sycamore Crossing rentals back up to Meijers. Stonegate rentals will be backing up to Peace rd. I only state this to point out our history which will be consistent for Plank rd in that these units will be the furthest away from the existing single families and across from other multi family units in North Grove Crossing.
- 7- Low Income / "Section 8 housing" : Both Federal and HUD laws prevent us from commenting or making statements regarding our intentions . I will state the following regarding our current rentals . Currently, we have in 2 States over 100+ rentals with the vast majority of our units not qualifying for Section 8 housing . Our newer builds or those less than 5 years old simply do not qualify because of our monthly rental rates. At the Plank road location we expect our rents to be similar to Sycamore Crossing which ranges from \$2095-\$2395 / month. Sycamore, which is under the jurisdiction of Dekalb County has a cap for 3 bedrooms (all our units are 3 bedrooms) of \$1870 / month.

I have enclosed a color rendering of the units we desire to build at this location. Finally, I would greatly appreciate it if all speakers are limited to the 3 minutes allowed under your rules of order vs continuing past the 3 minute allocation per speaker, 1 of whom spoke for over 10 minutes. I am available by phone prior to the meeting @ 815-519-0055 to address any other issues of concern or can address during the meeting. Thank you for your consideration,

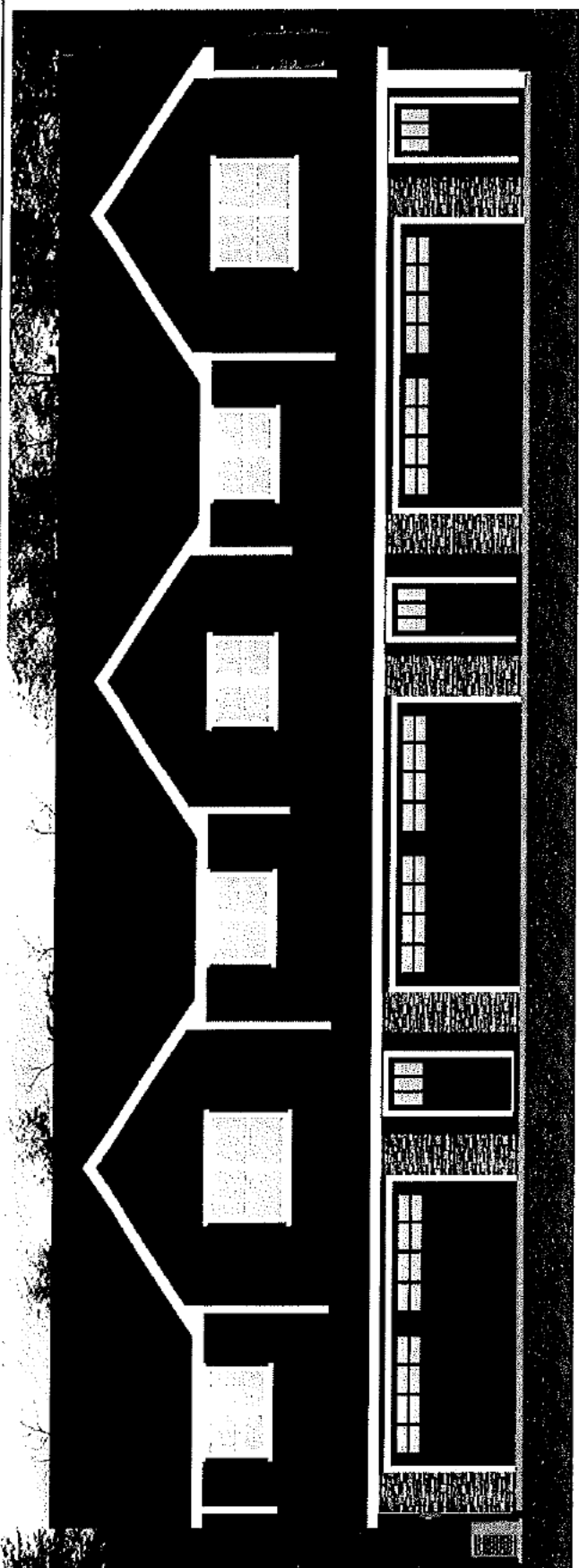
Regards,

Chris Youssi
Youssi Real Estate and Development, Inc.


815-968-4166

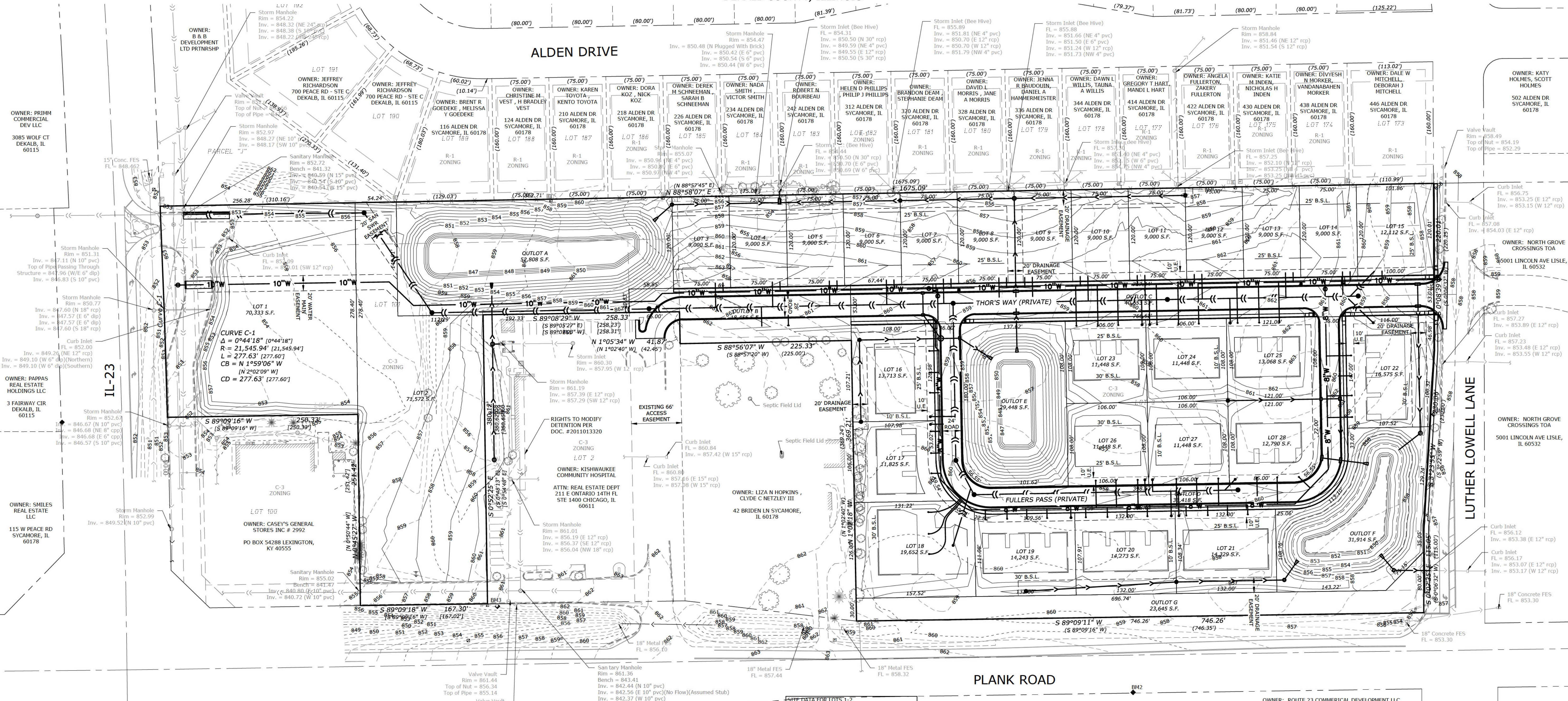
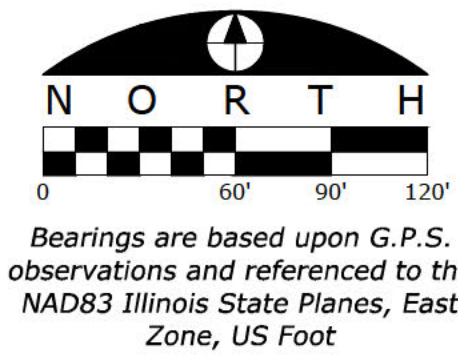
16 This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters. **17** If anyone has material possessions and sees a brother or sister in need but has no pity on them, how can the love of God be in that person? **18** Dear children, let us not love with words or speech but with actions and in truth.

1 John 3:16-18



PRELIMINARY PLAT OF PLANK ROAD CROSSING

LOT 3 AS DESIGNATED UPON PLANK COMMERCIAL CENTER FINAL PLAT OF SUBDIVISION, BEING A RESUBDIVISION OF ASSESSOR'S LOTS 30 AND 33 OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, THE PLAT OF WHICH SUBDIVISION WAS RECORDED MARCH 27, 2008 IN PLAT CABINET NO. 10 AT SLIDE NO. 45-B, AS DOCUMENT NO. 20080047611 IN THE RECORDER'S OFFICE OF DEKALB COUNTY, ILLINOIS, AND LOT 101 AS DESIGNATED UPON RESUBDIVISION OF LOT 1 IN PLANK COMMERCIAL CENTER FINAL PLAT OF SUBDIVISION BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, THE PLAT OF WHICH SUBDIVISION WAS RECORDED APRIL 8, 2013 IN PLAT CABINET NO. 10 AT SLIDE NO. 114-A, AS DOCUMENT NO. 2013004482 IN SAID RECORDER'S OFFICE, CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS



BENCHMARKS	
DESCRIPTION	ELEVATION (USGS)
BENCHMARK 1 BOLT IN 'MUELLER' ON FIRE HYDRANT ALONG LUTHER LOWELL LANE	860.95
BENCHMARK 2 RR SPIKE N FACE OF POWER POLE ON SOUTH SIDE OF PLANK ROAD	859.72
BENCHMARK 3 SE BOLT ON FIRE HYDRANT ON SOUTH SIDE OF CASEYS ACCESS DRIVE	862.85

LEGEND

●	SET MONUMENT	—	EXTERIOR BOUNDARY LINE
R	RADIUS	—	INTERIOR LOT LINE
CD	CHORD DISTANCE	LOT 12	LOT NUMBER
CB	CHORD BEARING	S.F.	SQUARE FEET
N 45°52'36" E	MEASURED BEARING	B.S.L.	BUILDING SETBACK LINE
586.78'	MEASURED DISTANCE		CONCRETE SIDEWALK
(N 45°52'36" E)	RECORD BEARING	W	WATER MAIN
(586.78')	RECORD DISTANCE	—	SANITARY SEWER
	PROPOSED BUILDING SETBACK LINE	—	STORM SEWER
	PROPOSED EASEMENT LINE		
	PROPOSED RIGHT-OF-WAY LINE		

SITE DATA FOR LOTS 1-2	
EXISTING ZONING: C-3 HIGHWAY BUSINESS	
PROPOSED ZONING: C-3 HIGHWAY BUSINESS	
TOTAL C-3 AREA: 141,905 S.F. (3.26 ACRES)	
MIN. LOT AREA: 70,333 S.F.	
AVERAGE LOT AREA: 70,953 S.F.	
FRONT AND CORNER SIDE SETBACK: 50'	
SIDE SETBACK: 10'	
REAR SETBACK: 25'	
MAXIMUM LOT COVERAGE: 85%	
SITE DATA FOR LOTS 3-15	
EXISTING ZONING: C-3 HIGHWAY BUSINESS	
PROPOSED ZONING: R-1 SINGLE FAMILY	
HOME LOT AREA: 120,144 S.F. (2.76 ACRES)	
OUTLOT A & B AREA: 70,906 S.F. (1.63 ACRES)	
TOTAL R-1 AREA: 191,050 S.F. (4.39 ACRES)	
TOTAL UNITS: 13	
HOUSING DENSITY: 3.0 UNITS/ACRE	
TYP. LOT WIDTH: 75'	
TYP. LOT DEPTH: 120'	
TYP. LOT AREA: 9,000 S.F.	
FRONT AND CORNER SIDE SETBACK: 25'	
SIDE SETBACK: 10'	
REAR SETBACK: 25'	
MAXIMUM LOT COVERAGE: 35%	
(50% IN THE CASE OF TWO-STORY DWELLINGS)	

SITE DATA FOR LOTS 16-28	
EXISTING ZONING: C-3 HIGHWAY BUSINESS	
PROPOSED ZONING: R-3 MULTI-FAMILY	
HOME LOT AREA: 178,354 S.F. (4.09 ACRES)	
OUTLOT C, D, E, F AREA: 132,949 S.F. (3.05 ACRES)	
TOTAL R-3 AREA: 311,303 S.F. (7.14 ACRES)	
TOTAL UNITS: 43	
HOUSING DENSITY: 6.0 UNITS/ACRE	
LOT COVERAGE FOR LOTS 16-28: 84,267 S.F. (47%) (BLDGs, DRIVEWAYS)	
OPEN SPACE (OUTLOT E, F): 59,018 S.F. = 19% OF TOTAL R-3 AREA	
3-UNIT BUILDING BREAKDOWN: (3) 3-BEDROOM UNITS, 12,000 S.F. LOT REQUIRED	
VARIANCE NEEDED FOR LOTS 15, 21, 22, 25, 26	
4-UNIT BUILDING BREAKDOWN: (4) 3-BEDROOM UNITS, 16,000 S.F. LOT REQUIRED	
VARIANCE NEEDED FOR LOTS 17, 18, 19	

OWNER & SUBDIVIDER

YOUSSEF REAL ESTATE
AND DEVELOPMENT, INC.
PHONE (815) 968-4166

SURVEYOR

LEE SPRECHER, P.L.S.
ARC DESIGN RESOURCES, INC.
5291 ZENITH PARKWAY
LOVES PARK, IL 61111
PHONE (815) 484-4300

APPROVAL OF PRELIMINARY PLAT/PLAN

The preliminary plat/plan shown hereon has received approval by the City Council of the City of Sycamore, Illinois, and upon compliance by the subdivider or developer with the requirements or qualifications governing the approval of the preliminary plat/plan and with other revisions and stipulations that may be required, the City Council will receive the final subdivision plat or development plan for consideration when submitted by the subdivider/developer in such form and within such time as required by this Ordinance, and approved by the Plan Commission.

The City Council of the City of Sycamore, Illinois.

MAYOR	DATE
ATTEST: CITY CLERK	DATE

TOTAL APPROXIMATE
ACREAGE = 15.349 AC

ARC DESIGN
RESOURCES INC.

5291 ZENITH PARKWAY
LOVES PARK, IL 61111
VOICE: (815) 484-4300
FAX: (815) 484-4303
www.arcdesign.com
Illinois Design Firm License No. 184-001334

PROJECT NAME
OWNER'S NAME

PLANK ROAD
CROSSING
PLANK ROAD AND
LUTHER LOWELL LANE
SYCAMORE, IL
DEKALB COUNTY

YOUSSEF REAL ESTATE AND
DEVELOPMENT, INC.
[REDACTED]
(815) 968-4166

CONSULTANTS

ISSUED FOR

	DATE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
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REVISIONS

ITEM	DATE
1.	
2.	
3.	
4.	
5.	
6.	

SHEET TITLE

SITE PLAN
OVERVIEW

DRAWN JY

CHECKED MJH

PM JSL

PROJECT NUMBER
SHEET NUMBER

25002

EX1

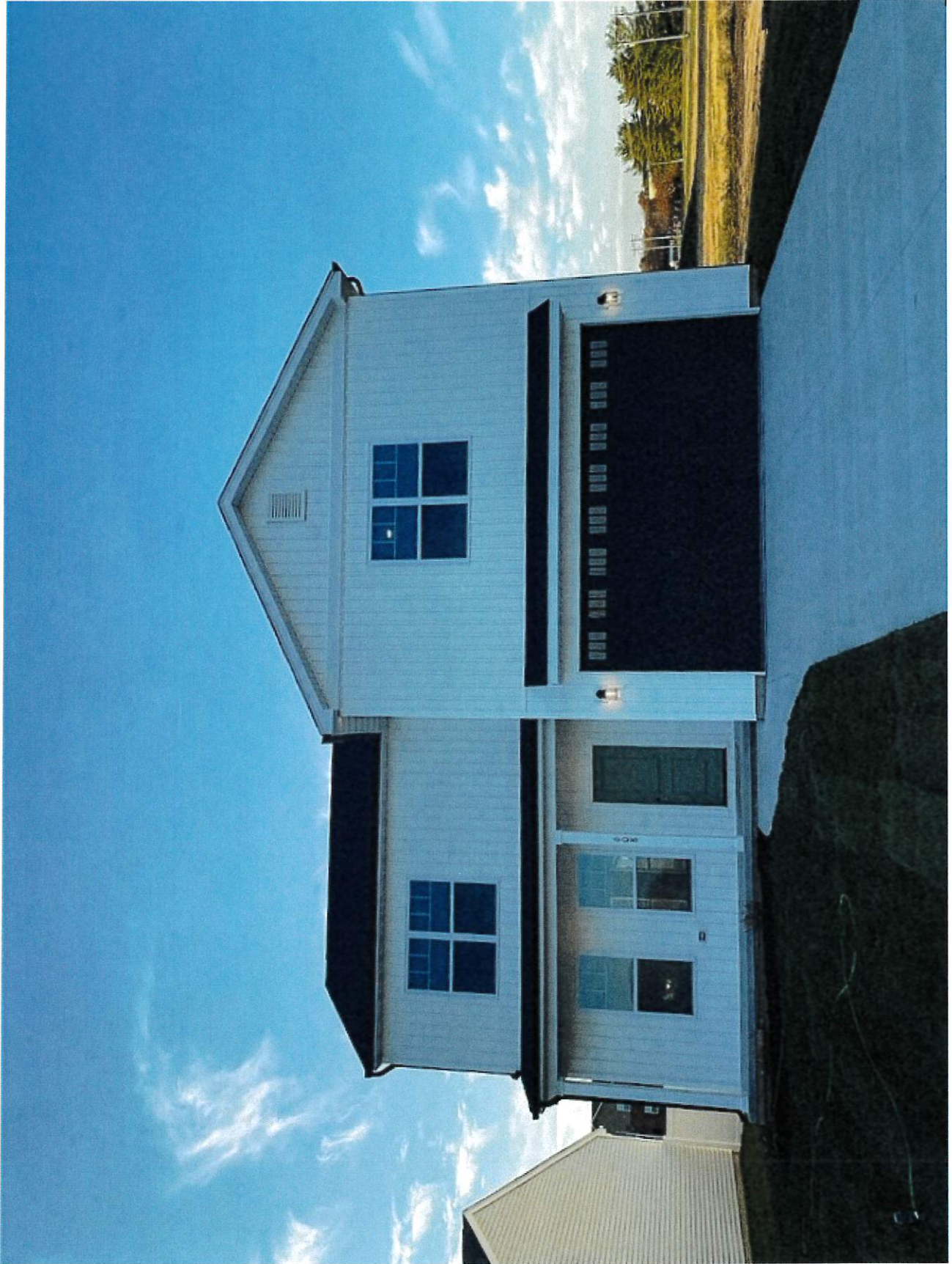












Project Memorandum

To: Mark Bushnell, City of Sycamore
From: Jeff Linkenheld
Date: September 25, 2025
Re: Revised Traffic Analysis for Plank Road and Luther Lowell Lane

The City and County are aware of our preliminary traffic analysis dated September 18, 2025 and based on neighborhood assumptions for traffic patterns, along with the new development traffic pattern. That memo indicated impacts to the Luther Lowell Lane traffic at Plank Road would be minor. On September 24, 2025, our office was provided updated County traffic counts at this intersection. In light of the fresh traffic counts, we have prepared this revised memo to analyze the existing traffic and formalize the impacts of the proposed Plank Road development.

Methodology:

Traffic Counts were performed by DeKalb County between 10:00am on 9/18/25 to 10:00 am on 9/19/25. Data was summarized and provided to our office by City of Sycamore on 9/24/2025. This actual count data supersedes the assumptions made in our earlier memo last week. Comparing the assumptions made for existing traffic last week to this new data we find that the volumes are consistent along Plank Road but that our assumptions for Luther Lowell Lane were high.

	<i>Arc est.</i>	<i>2024</i>	<i>2025</i>
Plank Rd west of Luther Lowell		13100	13577
Plank Rd east of Luther Lowell		11300	11979
Luther Lowell North of Plank	1706		1513

We developed trip generation rates from the ITE Trip Generation Manual, 11th edition for single family detached and single family attached housing. Since our estimate for total traffic was higher than actual, the generation rates used in the manual appear to be consistent with the actual traffic and we were likely slightly aggressive in routing more traffic to Luther Lowell access than actually occurs.

For the new development, we assigned the majority of the homes to the Luther Lowell access, with some on the west using the access easement through the clinic based on assumed convenience. The total traffic assigned to Luther Lowell is 9 single family (out of 13 total) and 34 multi family (out of 43 total). Even though our methodology proved higher than actual for the subdivision, we have maintained our initial assumptions for traffic movements for the new development.

Analysis:

The county traffic counts included AM peak hour (8:00-9:00am) and PM peak hour (4:30-5:30pm) breakdowns, which we have used for peak hour analysis. Our traffic generation from our quick study last week was maintained for the development. As noted in our initial memo, the new development would

generate additional traffic at the rate of about 15 cars per hour, or one car every 4 minutes, with revised peak hour impacts as noted below.

AM Peak: The critical movement for the AM is traffic coming out of the subdivision and approaching Plank Road. The existing neighborhood develops 71 cars southbound. This equates to just over 1 car per minute during the peak hour. The new development would generate an additional 15 cars per hour, which would be right turn movements onto Luther Lowell to head south. This equates to 1 car every four minutes. The impact of the development is not significant.

PM Peak: the critical movement for PM is traffic returning home. The existing neighborhood generates about 75 cars in the peak hour heading north, and 74 cars heading south. So roughly 1.2 cars per minute northbound and 1.2 cars per minute southbound. The new development would generate an additional 16 cars northbound on Luther Lowell Lane, which would want to turn LEFT into the development. There is ample excess capacity on Luther Lowell Lane to accommodate this. That said, this 1 car per 4 minute movement could possibly need to wait for one or two cars southbound in order to make the necessary left turn.

Warrant Study

The Manual on Uniform Traffic Control Devices (MUTCD) outlines eight traffic signal warrants, including Peak Hour (Warrant 3) and Eight-Hour Vehicular Volume (Warrant 1), which are often considered for minor streets to address undue delay or high traffic volumes. The interpretation of these warrants depends on engineering judgment and the characteristics of the intersection, particularly the number of lanes on the minor street. A minor street approach is generally considered "two lanes" when there are two distinct lanes designated for through and/or turning movements. This could be considered a point of interpretation, so some further guidance is provided below:

What constitutes a "two-lane" approach?

The determination of whether a minor street approach counts as one or two lanes is based on whether it provides two separate lanes for moving traffic. An approach is typically considered two lanes if it meets one of these criteria:

- **Separate left-turn lane:** An approach with one through lane and a designated left-turn lane can be considered a two-lane approach, especially if the left-turn volume is high enough to occupy the separate lane.
- **Separate right-turn lane:** Similarly, an approach with one through lane and a designated right-turn lane may also be considered a two-lane approach. However, traffic engineers may exclude right-turn volume from calculations if the turning movement has minimal conflict with major street traffic.
- **Two moving lanes of traffic:** A minor street approach with two lanes clearly marked for traffic moving in the same direction is counted as a two-lane approach for signal warrant analysis.

In this case, the southbound approach of Luther Lowell Lane consists of two lanes, a dedicated left turn lane and a combined thru-right lane. Based on the traffic counts provided, the cross traffic through movement is negligible, so the outer lane functions as a de-facto right turn lane. Considering that right turns on red are allowed, and there has not been any accident at this location in the last 5 years, the southbound approach should be considered a two-lane approach when looking at the warrants. It certainly would be reasonable and acceptable to discount some of the right turns as "right turn on red" but for this analysis we have assumed zero reduction as worst case.

Warrant Analysis was performed for the existing condition and the proposed condition with the development traffic included. For purposes of the warrant analysis, 100% of new development PM peak hour traffic was added to 8 hour volumes as a worst case test.

In both scenarios, existing counts and with proposed development, the volumes failed to meet any of the traffic signal warrants.

Accident History

Data supplied to us from the City of Sycamore shows only one reported accident at this location in the past 10 years, with none in the last 5 years.

Summary:

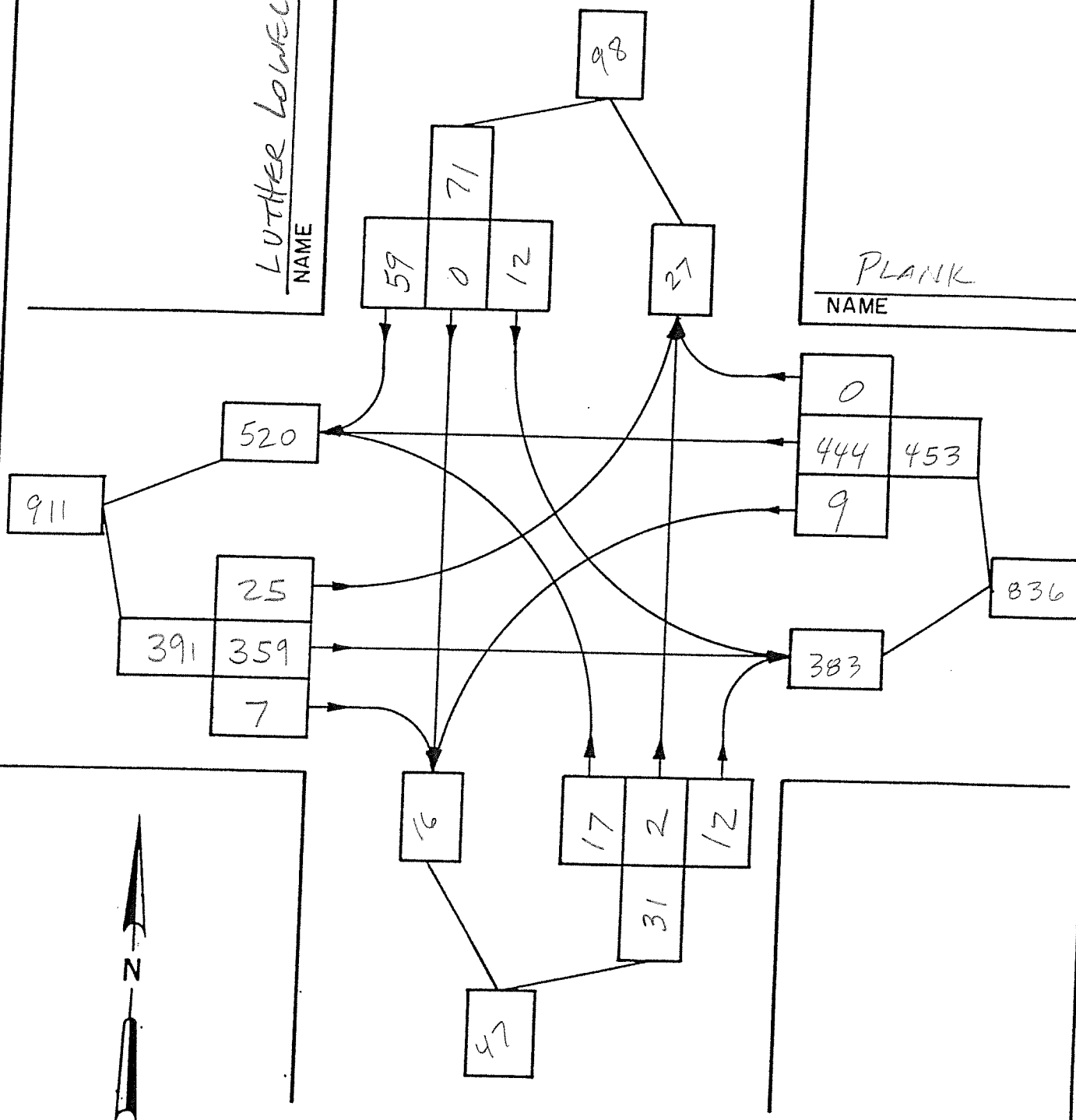
The proposed development at Plank Road and Luther Lowell Lane is anticipated to generate an additional 1 car every 4 minutes during the morning and afternoon peak hours, which is not significant to impact existing traffic on Luther Lowell Lane. Further analysis of recently obtained traffic counts shows that neither the existing nor proposed traffic would warrant a traffic signal at this location at the current time.

For completeness, any new data is provided with this updated memo, and our original memo from last week is also included to provide context and the relative lack of change in information between our initial assumptions and final counts.

This analysis should allow for the City to state that no traffic signal is warranted and the need for a traffic study with this development is satisfied.

LUTHER LOWELL
NAME

PLANK
NAME



TRAFFIC VOLUME GRAPHICAL SUMMARY SHEET

INTERSECTION OF PLANK RD AND LUTHER LOWELL

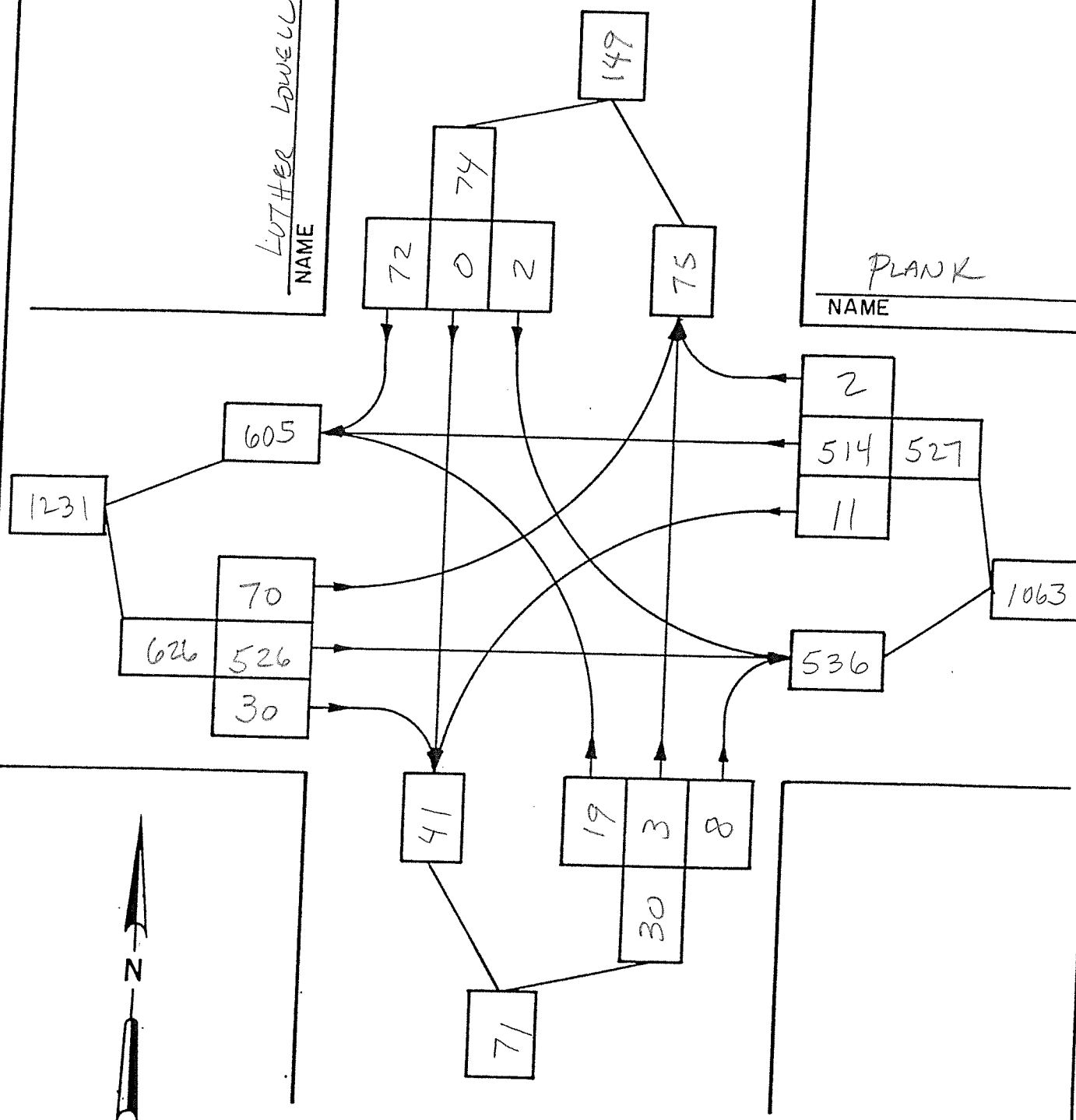
AM PEAK - 2025

3-9

NAME _____

PLANK

NAME



INTERSECTION OF PLANK RD

AND WILLIAM LOWELL

PM PEAK - 2025

4:30-5:30

TRAFFIC CONTROL STUDY - WARRANTS FOR TRAFFIC SIGNALS

Arc Design Resources, Inc., 5291 Zenith Parkway, Loves Park, IL 61111
Phone (815) 484-4300, Fax (815) 484-4303

Date	9-24-2025	Prepared by	JSL
City	Sycamore	Analysis Year	2025
Major Road	Plank Road	Speed Limit (mph)	55
Minor Road	Luther Lowell Lane	Speed Limit (mph)	25
		Number of Lanes	2
		Number of Lanes	2

Minor Road right-turn traffic excluded from the analysis because there is an exclusive right turn lane and right-turn traffic enters the Major Road with minimal conflict: ☐ Yes ☐ No

1. Posted or 85th percentile speed of major road traffic is > 40 mph: ☐ Yes ☐ No

2. In built-up area of isolated community < 10,000 population: ☐ Yes ☐ No

If question 1 or 2 is answered yes than use 70% volume criteria: ☐ 70% ☐ 100%

WARRANT NO. 1

Requirements:

Eight-Hour Vehicular Volume:

Either Condition A (Minimum Vehicular Volume) or Condition B (Interruption of Continuous Traffic) is satisfied to 100% of the stated volumes for each of any 8 hours of an average day,
Or: Both Condition A and Condition B are satisfied to 80% of the stated volumes for each of any 8 hours of an average day.

Check One	Condition A - Minimum Vehicular Volume							
	Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)			Vehicles per hour on higher-volume minor-street approach (one direction only)		
	Major Street	Minor Street	100%	80%	70%	100%	80%	70%
	1.....	1.....	500	400	350	150	120	105
	2 or more....	1.....	600	480	420	150	120	105
	2 or more....	2 or more	600	480	420	200	160	140
✕	1.....	2 or more	500	400	350	200	160	140
Check One	Condition B - Interruption of Continuous Traffic							
	Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)			Vehicles per hour on higher-volume minor-street approach (one direction only)		
	Major Street	Minor Street	100%	80%	70%	100%	80%	70%
	1.....	1.....	750	600	525	75	60	53
	2 or more....	1.....	900	720	630	75	60	53
	2 or more....	2 or more	900	720	630	100	80	70
✕	1.....	2 or more	750	600	525	100	80	70

Evaluation:

8 Highest Hour Volumes								
	1	2	3	4	5	6	7	8
Both Approaches Major Road	1115	1112	1043	844	838	813	779	708
Highest Approach Minor Road	75	50	64	71	34	47	84	32

Warrant No. 1 ☐ is satisfied based on Condition A ☐ is satisfied based on 80% criteria
☐ is satisfied based on Condition B ☒ is not satisfied

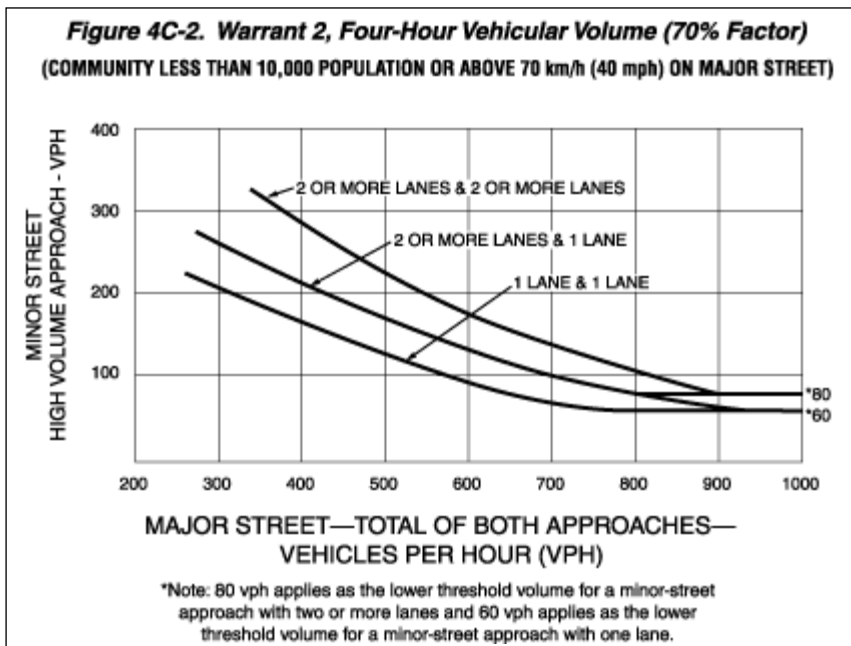
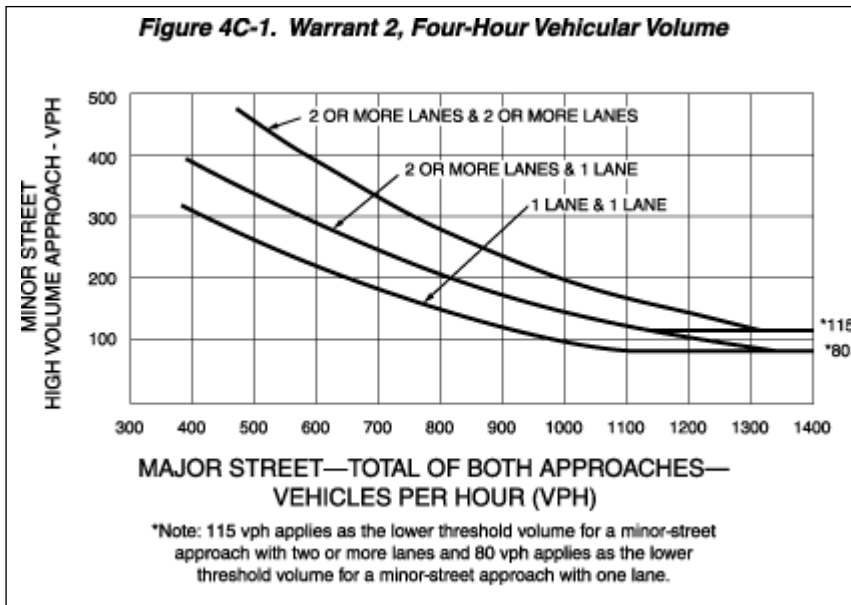
WARRANT NO. 2

Requirements:

Four-Hour Vehicular Volume:

Plot four highest hour volumes on the applicable figure below. If four points lie above the applicable curve then the warrant is satisfied.

Evaluation:



Warrant No. 2 ☐ is satisfied ☐ is not satisfied

WARRANT NO. 3

Requirements:

Peak Hour:

This signal warrant shall be applied only in unusual cases. Such cases include, but are not limited to, office complexes, manufacturing plants, industrial complexes, or high occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.

Unusual Condition
southbound is actually 2 lanes with almost all traffic turning right

Either Condition A or Condition B is satisfied.

Evaluation:

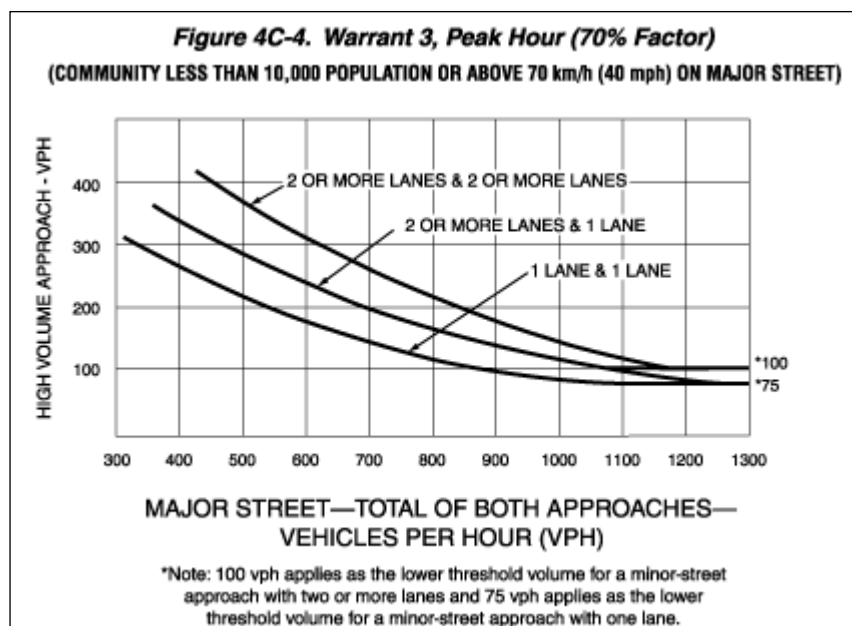
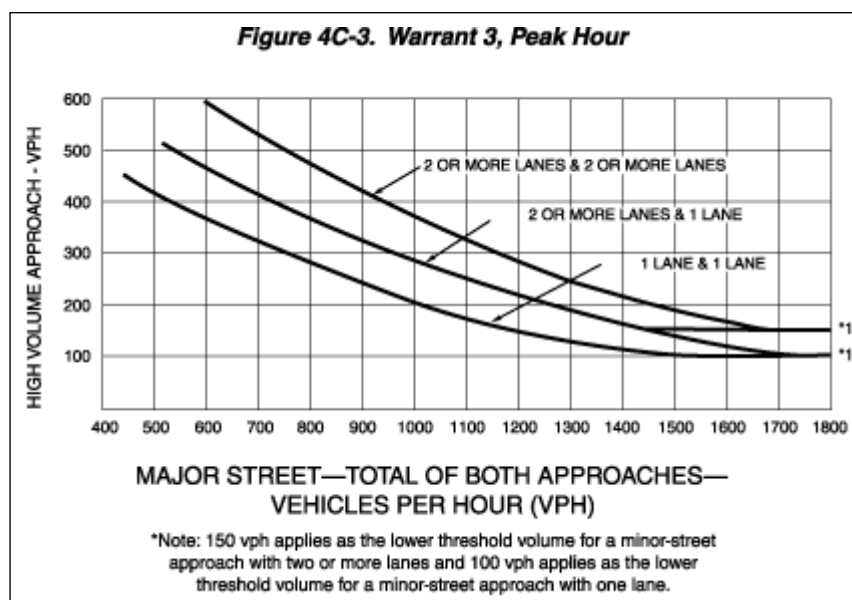
Condition A: Peak Hour Delay
The condition is satisfied if all three of the criteria are satisfied.

Criteria	Approach Lanes (check one)		# of Approaches (check one)		Peak Hour	Satisfied	
	1	2	3	4		Yes	No

1. Delay on Minor Approach (veh-h)	4	5					
2. Volume on Minor Approach (veh/h)	100	150			75		
3. Total Entering Volume (veh/h)			650	800	1115		

Condition B: Peak Hour Volume:

Plot peak hour volumes on the applicable figure below. These conditions exist for the same 1 hour (any four consecutive 15-minute periods) of an average day. If the point is above the appropriate line, then the warrant is satisfied.



Warrant No. 3 ☐ is satisfied based on Condition A ☒ is not satisfied
☐ is satisfied based on Condition B ☐ does not apply

WARRANT NO. 4

Requirements:

Pedestrian Volume:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria	Hour				Satisfied	
					Yes	No
1. Pedestrian volume crossing the major road during an average day is 100 ped/h or more for each of any four hours or is 190 ped/h or more during any one hour.						
2. There are less than 60 gaps per hour in the major road traffic stream of adequate length for pedestrians to cross during the same hours as the pedestrian volume criterion is satisfied.	Gaps/hr:					
3. The nearest traffic signal along the major road is located more than 300 ft away. Or, the nearest traffic signal is within 300 ft but the proposed traffic signal will not restrict the progressive movement of traffic.						

Warrant No. 4 ☐ is satisfied ☐ is not satisfied**WARRANT NO. 5**

Requirements:

School Crossing:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria	Hour	Satisfied	
		Yes	No
1. There are a minimum of 20 students during the highest crossing hour,			
2. There are fewer adequate gaps in the major road traffic stream during the period when the children are using the crossing than the number of minutes in the same period.			
3. The nearest traffic signal along the major road is located more than 300 ft away. Or, the nearest traffic signal is within 300 ft but the proposed traffic signal will not restrict the progressive movement of traffic.			

Warrant No. 5 ☐ is satisfied ☐ is not satisfied ☒ does not apply**WARRANT NO. 6**

Requirements:

Coordinated Signal System:

The warrant is satisfied if either criteria is satisfied. This warrant should not be applied when the resulting signal spacing would be less than 1000 ft.

Evaluation:

Criteria	Satisfied	
	Yes	No
1. On a one-way road or a road that has traffic predominantly in one direction, the adjacent signals are so far apart that they do not provide the necessary degree of vehicle platooning.		
2. On a two-way road, adjacent signals do not provide the necessary degree of platooning and the proposed and adjacent signals will collectively provide a progressive operation.		

Warrant No. 6 ☐ is satisfied ☐ is not satisfied ☒ does not apply

WARRANT NO. 7

Requirements:

Crash Experience:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria		Hour				Met		Satisfied	
						Yes	No	Yes	No
1. One of the warrants to the right is met:	Warrant 4.1 at 80% of volume requirements: 80 ped/h for 4 hrs or 152 ped/h for 1 hr								
	Warrant 1, Condition A (80% satisfied)								
	Warrant 1, Condition B (80% satisfied)								
2. Adequate trial of other remedial measures has failed to reduce crash frequency.		Measures tried:							
3. Five or more reported crashes, of types susceptible to correction by signal control, have occurred within a 12 month period.		Number of crashes per 12 mo: less than 1							

Warrant No. 7 ☐ is satisfied ☒ is not satisfied ☐ does not apply

WARRANT NO. 8

Requirements:

Roadway Network:

The need for a traffic control signal shall be considered if an engineering study finds that the common intersection of two or more major routes meets one or both of the following criteria:

Evaluation:

Criteria					Met		Satisfied	
					Yes	No	Yes	No
1. Both of the criteria to the right are met.	a. Total entering volume of at least 1,000 veh/h during typical weekday peak hour.	Entering volume:						
	b. Five-year projected volumes that satisfy one or more of Warrants 1, 2, or 3.	Warrant(s) satisfied:						
2. Total entering volume of at least 1,000 veh/h for each of any 5 hrs of a non-normal business day (Sat. or Sun.)					-Hour			
					-Volume			
Characteristics of Major Route					Met		Satisfied	
					Yes	No	Yes	No
1. Part of the road or highway system that serves as the principal roadway network for through traffic flow.								
2. Rural or suburban highway outside of, entering, or traversing a city.								
3. Appears as a major route on an official plan.								

Warrant No. 8 ☐ is satisfied ☐ is not satisfied ☒ does not apply

CONCLUSIONS:

Warrants Satisfied
none

Signal Warranted ☐ Yes ☐ No

Remarks

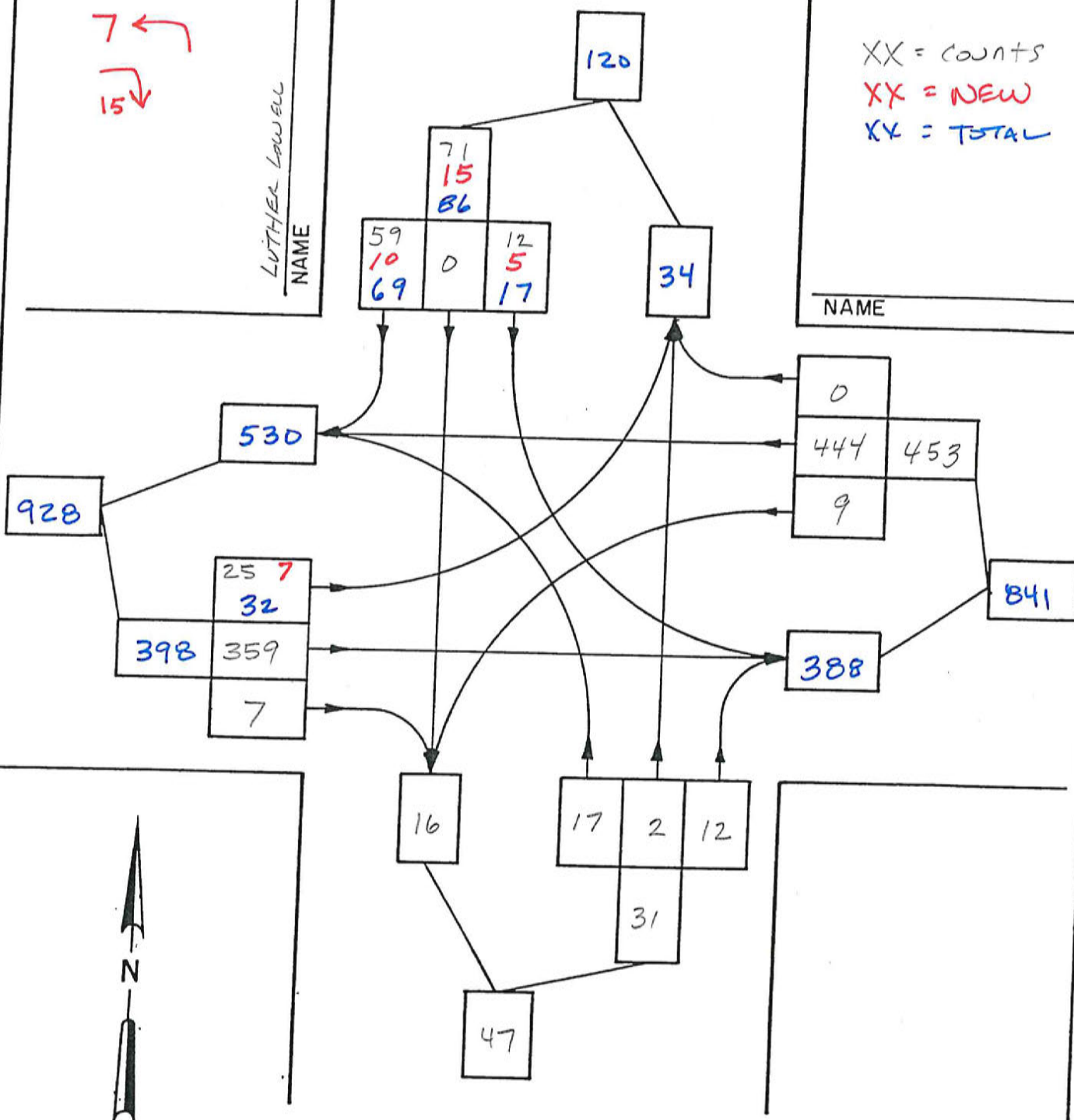
the closest warrant is peak hour warrant in the AM peak. With almost all approaching vehicles on Luther Lowell turning right, and the existence of a separate left turn lane, this warrant is not satisfied. (75 vph vs 100 vph minimum)

NEW DEV.

7 ←
15 ↓

LUTHER LOWELL
NAME

XX = counts
XX = NEW
XX = TOTAL



TRAFFIC VOLUME GRAPHICAL SUMMARY SHEET

INTERSECTION OF PLANK RD AND LUTHER LOWELL

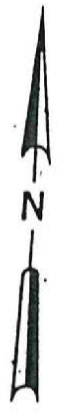
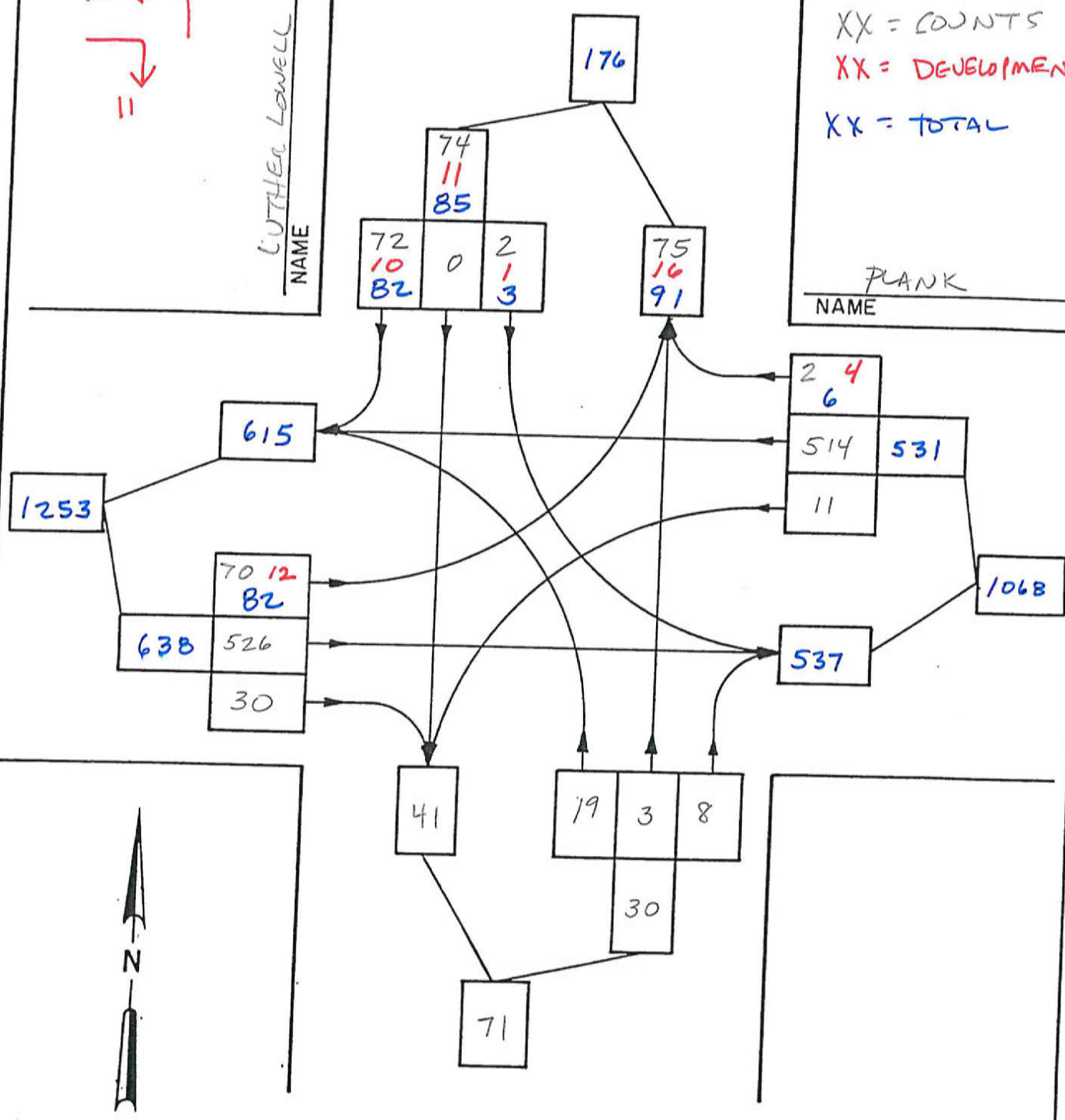
AM PEAK WITH DEVELOPMENT

16 ←
11 ↓

LUTHER LOWELL
NAME

XX = COUNTS
XX = DEVELOPMENT
XX = TOTAL

PLANK
NAME



TRAFFIC VOLUME GRAPHICAL SUMMARY SHEET

INTERSECTION OF PLANK RD AND LUTHER LOWELL

PM PEAK WITH DEVELOPMENT

TRAFFIC CONTROL STUDY - WARRANTS FOR TRAFFIC SIGNALS

Arc Design Resources, Inc., 5291 Zenith Parkway, Loves Park, IL 61111
Phone (815) 484-4300, Fax (815) 484-4303

Date	9-24-2025	Prepared by	JSL
City	Sycamore	Analysis Year	2025
Major Road	Plank Road	Speed Limit (mph)	55
Minor Road	Luther Lowell PROPOSED TRAFFIC	Speed Limit (mph)	25
		Number of Lanes	2
		Number of Lanes	2

Minor Road right-turn traffic excluded from the analysis because there is an exclusive right turn lane and right-turn traffic enters the Major Road with minimal conflict: ☐ Yes ☒ No

1. Posted or 85th percentile speed of major road traffic is > 40 mph: ☒ Yes ☐ No

2. In built-up area of isolated community < 10,000 population: ☐ Yes ☒ No

If question 1 or 2 is answered yes than use 70% volume criteria: ☒ 70% ☐ 100%

WARRANT NO. 1

Requirements:

Eight-Hour Vehicular Volume:

Either Condition A (Minimum Vehicular Volume) or Condition B (Interruption of Continuous Traffic) is satisfied to 100% of the stated volumes for each of any 8 hours of an average day,
Or: Both Condition A and Condition B are satisfied to 80% of the stated volumes for each of any 8 hours of an average day.

Check One	Condition A - Minimum Vehicular Volume								
	Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)			Vehicles per hour on higher-volume minor-street approach (one direction only)			
	Major Street	Minor Street	100%	80%	70%	100%	80%	70%	
	1.....	1.....	500	400	350	150	120	105	
	2 or more....	1.....	600	480	420	150	120	105	
	2 or more....	2 or more	600	480	420	200	160	140	
X	1.....	2 or more	500	400	350	200	160	140	
Check One	Condition B - Interruption of Continuous Traffic								
	Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)			Vehicles per hour on higher-volume minor-street approach (one direction only)			
	Major Street	Minor Street	100%	80%	70%	100%	80%	70%	
	1.....	1.....	750	600	525	75	60	53	
	2 or more....	1.....	900	720	630	75	60	53	
	2 or more....	2 or more	900	720	630	100	80	70	
X	1.....	2 or more	750	600	525	100	80	70	

Evaluation:

8 Highest Hour Volumes								
	1	2	3	4	5	6	7	8
Both Approaches Major Road	1131	1128	1059	860	854	829	795	724
Highest Approach Minor Road	86	61	75	82	45	58	95	43

Warrant No. 1 ☐ is satisfied based on Condition A ☐ is satisfied based on 80% criteria
☐ is satisfied based on Condition B ☒ is not satisfied

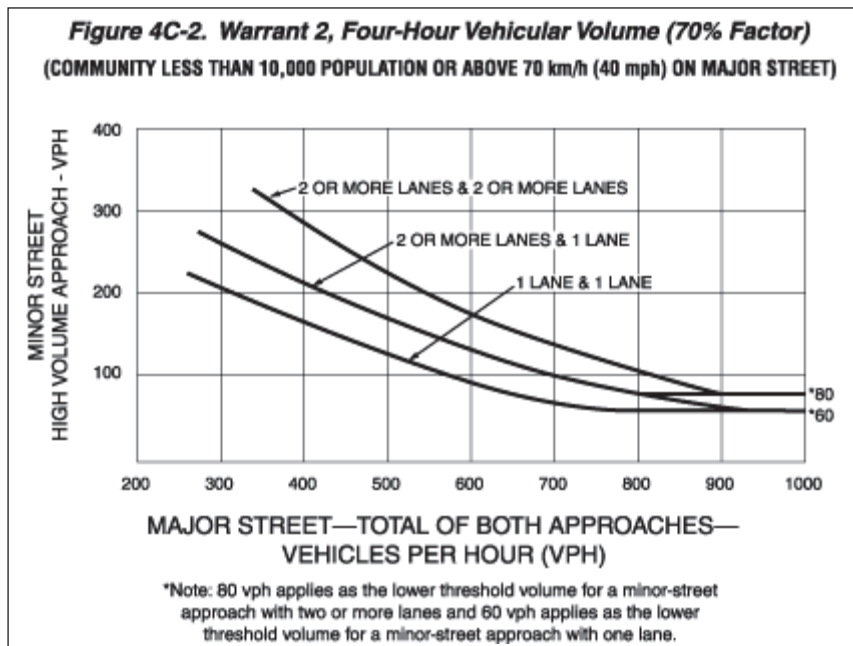
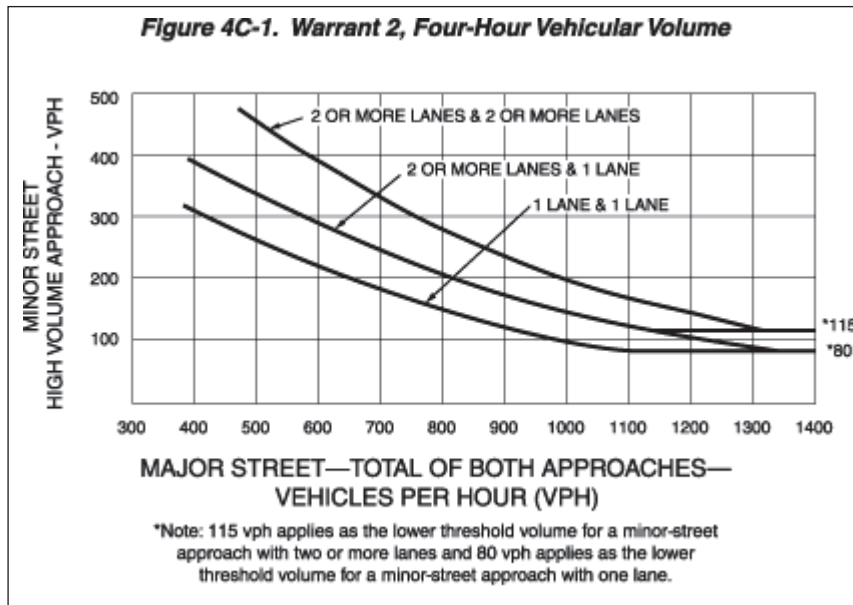
WARRANT NO. 2

Requirements:

Four-Hour Vehicular Volume:

Plot four highest hour volumes on the applicable figure below. If four points lie above the applicable curve then the warrant is satisfied.

Evaluation:



Warrant No. 2 ☐ is satisfied ☒ is not satisfied

WARRANT NO. 3

Requirements:

Peak Hour:

This signal warrant shall be applied only in unusual cases. Such cases include, but are not limited to, office complexes, manufacturing plants, industrial complexes, or high occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.

Unusual Condition

southbound is actually 2 lanes with almost all traffic turning right

Either Condition A or Condition B is satisfied.

Evaluation:

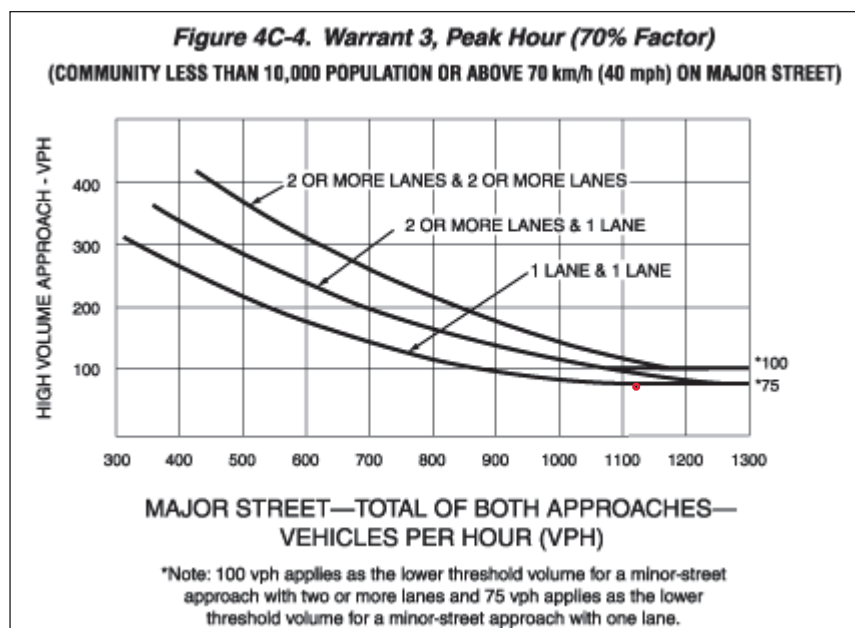
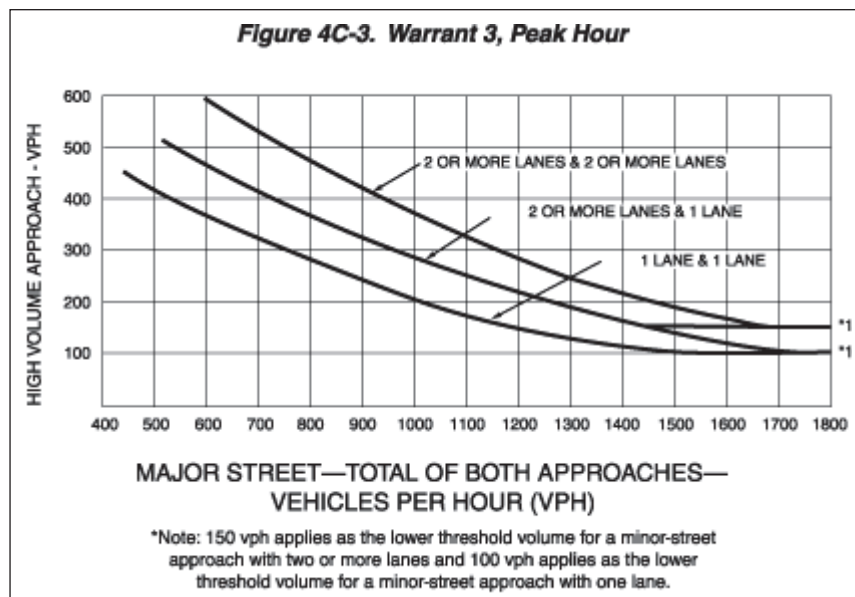
Condition A: Peak Hour Delay
The condition is satisfied if all three of the criteria are satisfied.

Criteria	Approach Lanes (check one)		# of Approaches (check one)		Peak Hour	Satisfied	
	1	2	3	4		Yes	No

1. Delay on Minor Approach (veh-h)	4	5					
2. Volume on Minor Approach (veh/h)	100	150			86		✗
3. Total Entering Volume (veh/h)			650	800	1131	✗	

Condition B: Peak Hour Volume:

Plot peak hour volumes on the applicable figure below. These conditions exist for the same 1 hour (any four consecutive 15-minute periods) of an average day. If the point is above the appropriate line, then the warrant is satisfied.



Warrant No. 3 ☐ is satisfied based on Condition A ☒ is not satisfied
☐ is satisfied based on Condition B ☐ does not apply

WARRANT NO. 4

Requirements:

Pedestrian Volume:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria	Hour				Satisfied	
					Yes	No
1. Pedestrian volume crossing the major road during an average day is 100 ped/h or more for each of any four hours or is 190 ped/h or more during any one hour.						
2. There are less than 60 gaps per hour in the major road traffic stream of adequate length for pedestrians to cross during the same hours as the pedestrian volume criterion is satisfied.	Gaps/hr:					
3. The nearest traffic signal along the major road is located more than 300 ft away. Or, the nearest traffic signal is within 300 ft but the proposed traffic signal will not restrict the progressive movement of traffic.						

Warrant No. 4 ☐ is satisfied ☒ is not satisfied**WARRANT NO. 5**

Requirements:

School Crossing:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria	Hour	Satisfied	
		Yes	No
1. There are a minimum of 20 students during the highest crossing hour,			
2. There are fewer adequate gaps in the major road traffic stream during the period when the children are using the crossing than the number of minutes in the same period.			
3. The nearest traffic signal along the major road is located more than 300 ft away. Or, the nearest traffic signal is within 300 ft but the proposed traffic signal will not restrict the progressive movement of traffic.			

Warrant No. 5 ☐ is satisfied ☐ is not satisfied ☒ does not apply**WARRANT NO. 6**

Requirements:

Coordinated Signal System:

The warrant is satisfied if either criteria is satisfied. This warrant should not be applied when the resulting signal spacing would be less than 1000 ft.

Evaluation:

Criteria	Satisfied	
	Yes	No
1. On a one-way road or a road that has traffic predominantly in one direction, the adjacent signals are so far apart that they do not provide the necessary degree of vehicle platooning.		
2. On a two-way road, adjacent signals do not provide the necessary degree of platooning and the proposed and adjacent signals will collectively provide a progressive operation.		

Warrant No. 6 ☐ is satisfied ☐ is not satisfied ☒ does not apply

WARRANT NO. 7

Requirements:

Crash Experience:

The warrant is satisfied if all three of the criteria are satisfied.

Evaluation:

Criteria		Hour				Met		Satisfied	
						Yes	No	Yes	No
1. One of the warrants to the right is met:	Warrant 4.1 at 80% of volume requirements: 80 ped/h for 4 hrs or 152 ped/h for 1 hr								
	Warrant 1, Condition A (80% satisfied)								
	Warrant 1, Condition B (80% satisfied)								
2. Adequate trial of other remedial measures has failed to reduce crash frequency.		Measures tried:							
3. Five or more reported crashes, of types susceptible to correction by signal control, have occurred within a 12 month period.		Number of crashes per 12 mo: less than 1							x

Warrant No. 7 ☐ is satisfied ☒ is not satisfied ☐ does not apply

WARRANT NO. 8

Requirements:

Roadway Network:

The need for a traffic control signal shall be considered if an engineering study finds that the common intersection of two or more major routes meets one or both of the following criteria:

Evaluation:

Criteria					Met		Satisfied	
					Yes	No	Yes	No
1. Both of the criteria to the right are met.	a. Total entering volume of at least 1,000 veh/h during typical weekday peak hour.	Entering volume:						
	b. Five-year projected volumes that satisfy one or more of Warrants 1, 2, or 3.	Warrant(s) satisfied:						
2. Total entering volume of at least 1,000 veh/h for each of any 5 hrs of a non-normal business day (Sat. or Sun.)					-Hour			
					-Volume			
Characteristics of Major Route					Met		Satisfied	
					Yes	No	Yes	No
1. Part of the road or highway system that serves as the principal roadway network for through traffic flow.								
2. Rural or suburban highway outside of, entering, or traversing a city.								
3. Appears as a major route on an official plan.								

Warrant No. 8 ☐ is satisfied ☐ is not satisfied ☒ does not apply

CONCLUSIONS:

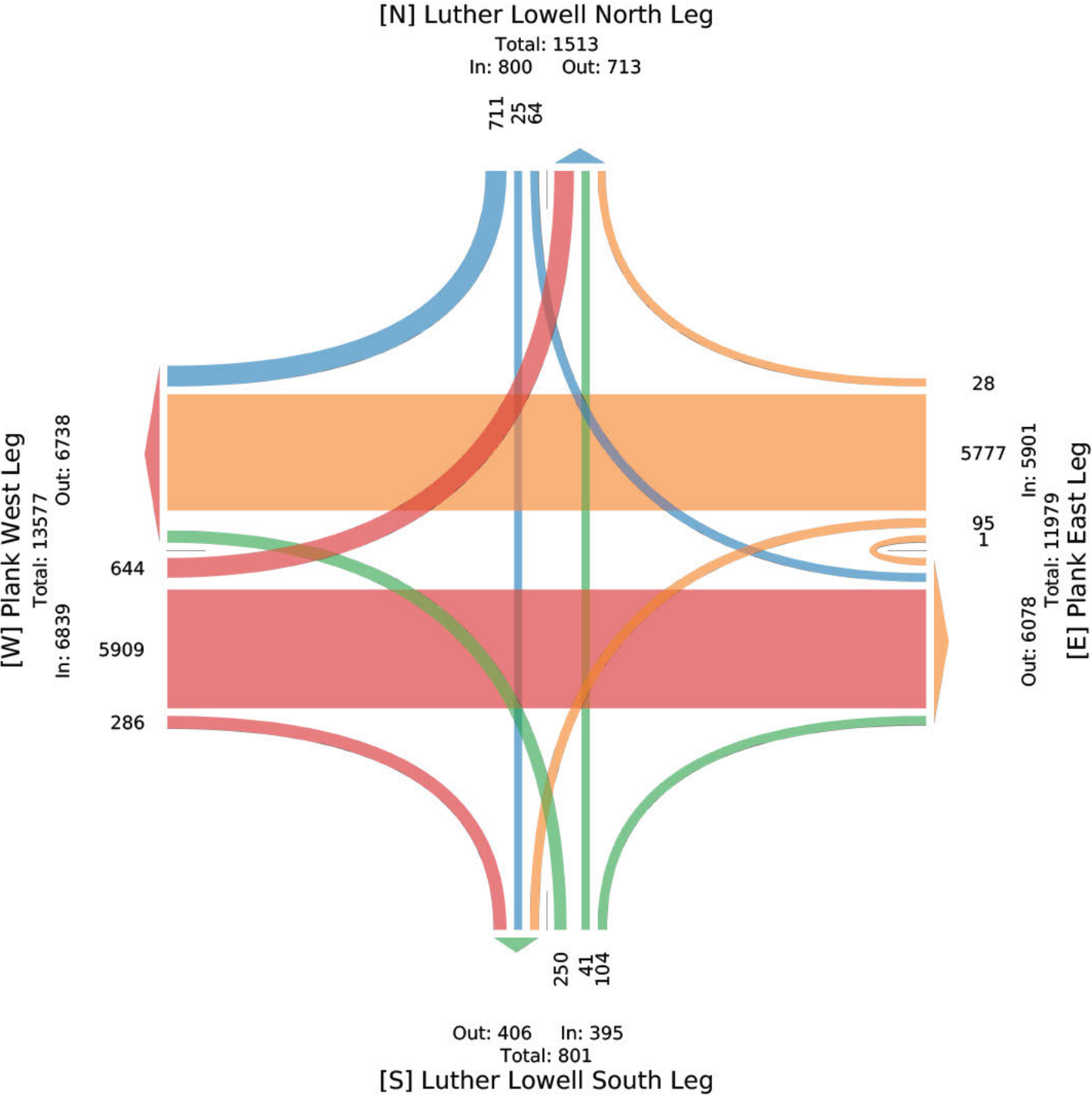
Warrants Satisfied
none

Signal Warranted ☐ Yes ☒ No

Remarks

the closest warrant is peak hour warrant in the PM peak. With almost all approaching vehicles on Luther Lowell turning right, and the existence of a separate left turn lane, this warrant is not satisfied. (86 vph vs 100 vph minimum)

Plank Road & Luther Lowell Lane - TMC
Thu Sep 18, 2025
Full Length (10 AM-10 AM (+1))
All Classes (Lights, Single-Unit Trucks, Articulated Trucks, Buses, Bicycles on Road)
All Movements
ID: 1336938, Location: 42.015477, -88.670096



Accident Count by Intersection

For Sycamore Police Department between 8/25/2015 and 9/24/2025

Intersection	7:00-10:59	11:00-14:59	15:00-18:59	19:00-22:59	23:00-2:59	3:00-6:59	Total
PEACE RD/DEKALB AV	11	16	17	5	1	3	53
DEKALB AV/PEACE RD	6	9	10	7	1	3	36
DEKALB AV/MERCANTILE DR	1	8	8	3	1	1	22
PLANK RD/N MAIN ST	4	5	7	3	0	1	20
MERCANTILE DR/DEKALB AV	3	6	8	0	0	0	17
N PEACE RD/BETHANY RD	1	7	3	1	0	1	13
DEKALB AV/PLAZA DR	3	5	4	0	0	1	13
PEACE RD/WARD BLVD	1	5	4	2	0	1	13
W ELM ST/SOMONAUK ST	7	2	1	1	2	0	13
WIRSING PKWY/N PEACE RD	1	4	7	0	0	0	12
CENTER CROSS ST/W STATE ST	1	6	4	0	0	1	12
BETHANY RD/DEKALB AV	6	4	1	0	0	0	11
DEKALB AV/FOXPOINTE DR	2	7	2	0	0	0	11
SOMONAUK ST/BETHANY RD	1	2	5	2	0	1	11
W ELM ST/S CALIFORNIA ST	2	4	1	0	2	1	10
N MAIN ST/W PEACE RD	3	3	2	1	0	1	10
PEACE RD/HATHAWAY DR	1	2	5	2	0	0	10
Totals:	255	342	406	115	26	72	1216

Intersection	7:00-10:59	11:00-14:59	15:00-18:59	19:00-22:59	23:00-2:59	3:00-6:59	Total
PEBBLEWOOD DR/RUSSET LN	0	0	0	0	1	0	1
PENNY LN/ASHWOOD DR	0	1	0	0	0	0	1
PENNY LN/BUCKINGHAM LN	1	0	0	0	0	0	1
PERRY CT/BETHANY RD	1	0	0	0	0	0	1
PLANK RD./N MAIN ST.	0	0	1	0	0	0	1
PLANK RD/IL ROUTE 23	0	0	1	0	0	0	1
PLANK RD/IL RT 23	0	0	1	0	0	0	1
PLANK RD/LINDGREN RD	1	0	0	0	0	0	1
PLANK RD/LUTHER LOWELL LN	0	0	1	0	0	0	1
PLAZA DR/DEKALB AV	0	1	0	0	0	0	1
PLAZA DRIVE/ROUTE 23	0	0	0	1	0	0	1
PRESIDENTIAL PKWY/LINDGREN RD	0	0	1	0	0	0	1
PURI DR/S Peace Rd	1	0	0	0	0	0	1
PURI PARKWAY/S PEACE RD	0	1	0	0	0	0	1
ROSE DR/ALEXANDRIA DR	0	0	1	0	0	0	1
ROUTE 23/EDGEBROOK LN	0	1	0	0	0	0	1
ROUTE 23/MEADOW LN	0	0	1	0	0	0	1
ROUTE 23/PEACE RD	0	0	0	1	0	0	1
ROUTE 23/STARK AVE	0	1	0	0	0	0	1
S CALIFORNIA ST/Waterman St	0	0	1	0	0	0	1
Totals:	255	342	406	115	26	72	1216

Project Memorandum

To: Mark Bushnell, City of Sycamore
From: Jeff Linkenheld
Date: September 18, 2025
Re: Expected Traffic impact at Luther Lowell Lane

Mark per our discussions and concerns raised at the last plan commission meeting, I have worked on some traffic assumptions to quantify the impact of the new development on Luther Lowell Lane and hope to help you understand the impacts of the development on the existing traffic.

Methodology:

There are no existing traffic counts on Luther Lowell Lane. The County does have recent counts on Plank Road east and west of here. The county is obtaining counts later this month and indicated they would share that data. Traffic to the west at IL 23 is about 13,100 ADT. Traffic to the east at Grove Road is about 11,300 ADT. There is a drop of almost 2,000 cars per day at Luther Lowell Lane, which makes sense given the developments to north and south of Plank Road. That also tells us that most of the traffic to/from Luther Lowell will go WEST.

One of our employees lives in the development north of Plank Road. We conferred together and also used general traffic assignment assumptions to develop an estimated service area of Luther Lowell Lane, north of Plank, as 110 single family homes and 93 multi-family homes.

Similarly, we looked at the new development and assigned the majority of the homes to the Luther Lowell access, with some on the west using the access easement through the clinic based on assumed convenience. The total traffic assigned to Luther Lowell is 9 single family (out of 13 total) and 34 multi family (out of 43 total)

Trip generation rates were taken from the ITE Trip Generation Manual, 11th edition for single family detached and single family attached housing.

Analysis:

Using the above assumptions, we come up with an existing ADT of 1706 vehicles on Luther Lowell Lane north of Plank Road. The new development would generate an additional 330 vehicles per day on this street but we did a further breakdown of the peak hour analysis to show the impacts are not significant.

AM Peak: The critical movement for the AM is traffic coming out of the subdivision and approaching Plank Road. The existing neighborhood develops 88 cars southbound. This equates to about 1.5 cars per minute during the peak hour. The new development would generate an additional 15 cars per hour, which would be right turn movements onto Luther Lowell to head south. This equates to 1 car every four minutes. The impact seems to be not significant.

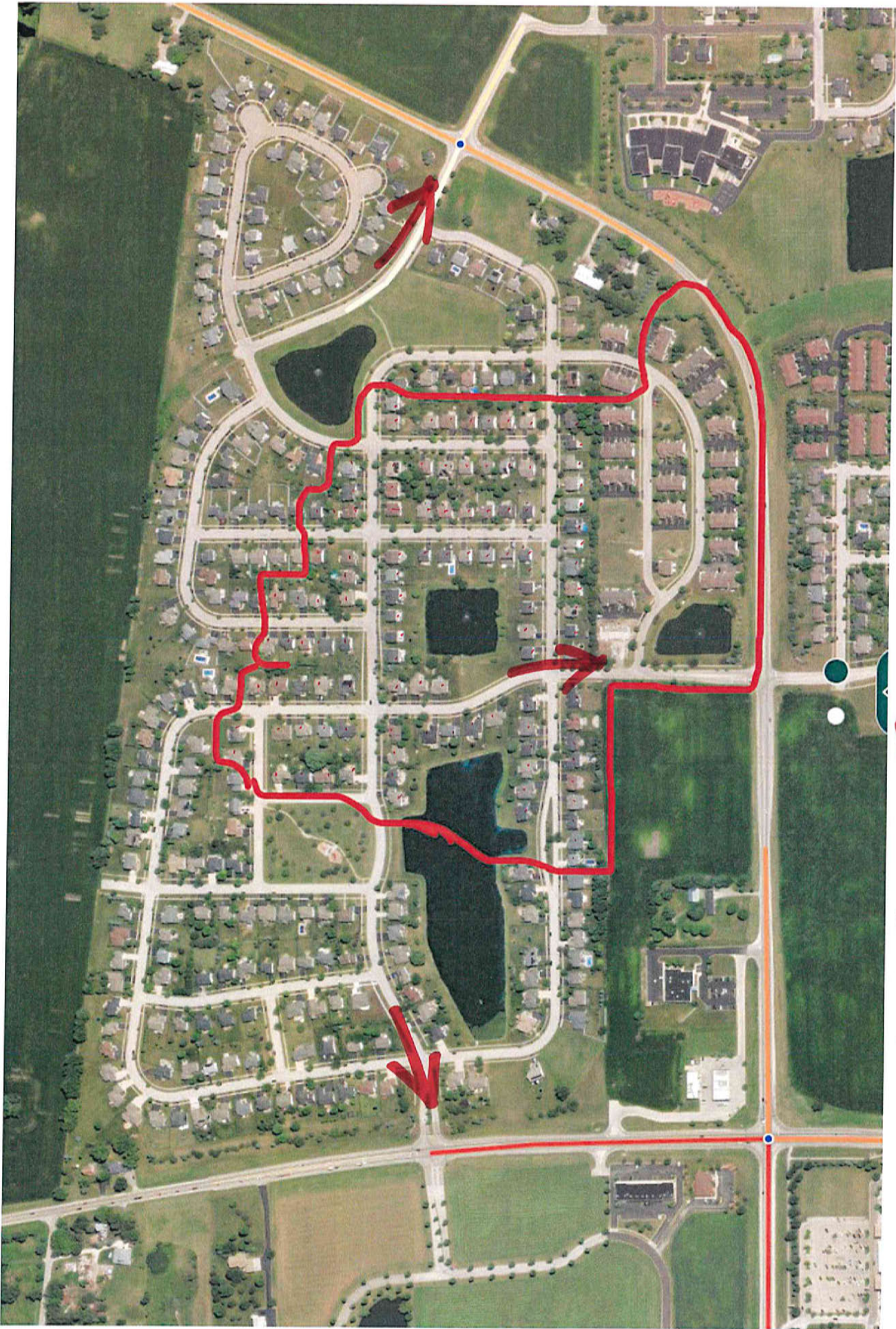
PM Peak: the critical movement for PM is traffic returning home. The existing neighborhood generates about 95 cars in the peak hour heading north, and 61 cars heading south. So roughly 1.5 cars per minute northbound and 1 car per minute southbound. The new development would generate an

5291 Zenith Parkway
Loves Park, IL 61111
815-484-4300 p
815-484-4303 f

additional 16 cars northbound on Luther Lowell Lane, which would want to turn LEFT into the development. That said, this 1 car per 4 minute movement could possibly need to wait for one or two cars southbound in order to make the necessary left turn.

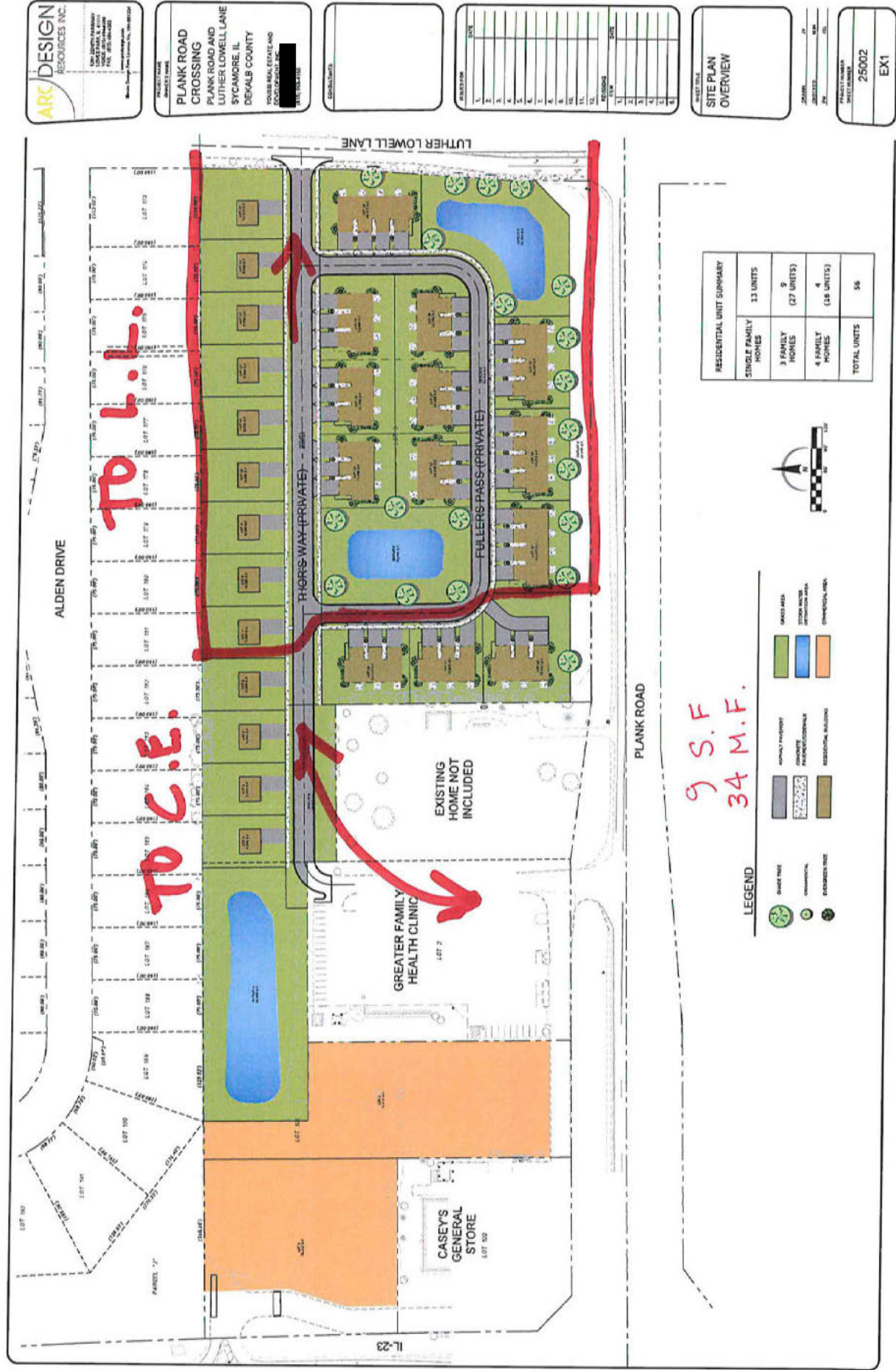
Summary:

The proposed development at Plank Road and Luther Lowell Lane is anticipated to generate an additional 1 car every 4 minutes during the morning and afternoon peak hours, which is not significant to impact existing traffic on Luther Lowell Lane. We anticipate discussion your review of this analysis at our upcoming meeting next week.



EXISTING

110 S.F.
93 N.F.



TRAFFIC COUNTS AVAILABLE FOR PLANK RD ONLY

13,100 WEST OF LUTHER LOWELL

11,300 EAST OF LUTHER LOWELL

± 2,000 ADT USES LUTHER LOWELL N or S

EXISTING SUBDIVISION ADT ASSUMPTION

$$110 \text{ S.F.} \times 9.43 = 1037 \text{ TRIPS / DAY}$$

$$93 \text{ MF} \times 7.20 = 670 \text{ TRIPS / DAY}$$

1706 TOTAL

NEW ADDITIONAL TRAFFIC

$$9 \text{ S.F.} \times 9.43 = 85 \text{ TRIPS / DAY}$$

$$34 \text{ MF} \times 7.20 = 245 \text{ TRIPS / DAY}$$

330 TOTAL

$$330 / 1706 = 19\% \text{ INCREASE IN TOTAL TRIPS}$$

@ LUTHER LOWELL SOUTHBOUND @ PLANK

QUICK LOOK @ AM PEAK

EXISTING ASSUMPTION

		<u>SOUTH</u>	<u>NORTH</u>
$110 \times 0.70 = 77$	(74%/26%)	57	20
$93 \times 0.48 = 45$	(69%/31%)	<u>31</u>	<u>14</u>
		88	34

NEW DEVELOPMENT

		<u>SOUTH</u>	<u>NORTH</u>
$9 \times 0.70 = 6$	(74%/26%)	4	2
$34 \times 0.48 = 16$	(69/31)	<u>11</u>	<u>5</u>
		15	7

Current

88 cars southbound = 1.5 CARS / MINUTE

ADDED

15 CARS = 1 CAR EVERY 4 MINUTES

Quick Look @ PM PEAK

EXISTING ASSUMPTION

$$110 \times 0.94 \quad (37\% \text{ OUT} / 63\% \text{ IN}) = 103$$

$$93 \times 0.57 \quad (43\% \text{ OUT} / 57\% \text{ IN}) = 53$$

SOUTH

38

23

61 ↓

NORTH

65

30

95 ↑

NEW DEVELOPMENT

$$9 \times 0.94 = 8 \quad (37/63)$$

$$34 \times 0.57 = 19 \quad (43/57)$$

SOUTH

3

8

11

NORTH

5

11

16

SIMILAR TO AM, NEW TRAFFIC NORTHBOUND IN

PEAK HOUR AVERAGES ADDITIONAL 16 CARS OR
ABOUT 1 CAR / 4 MINUTES

Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 174

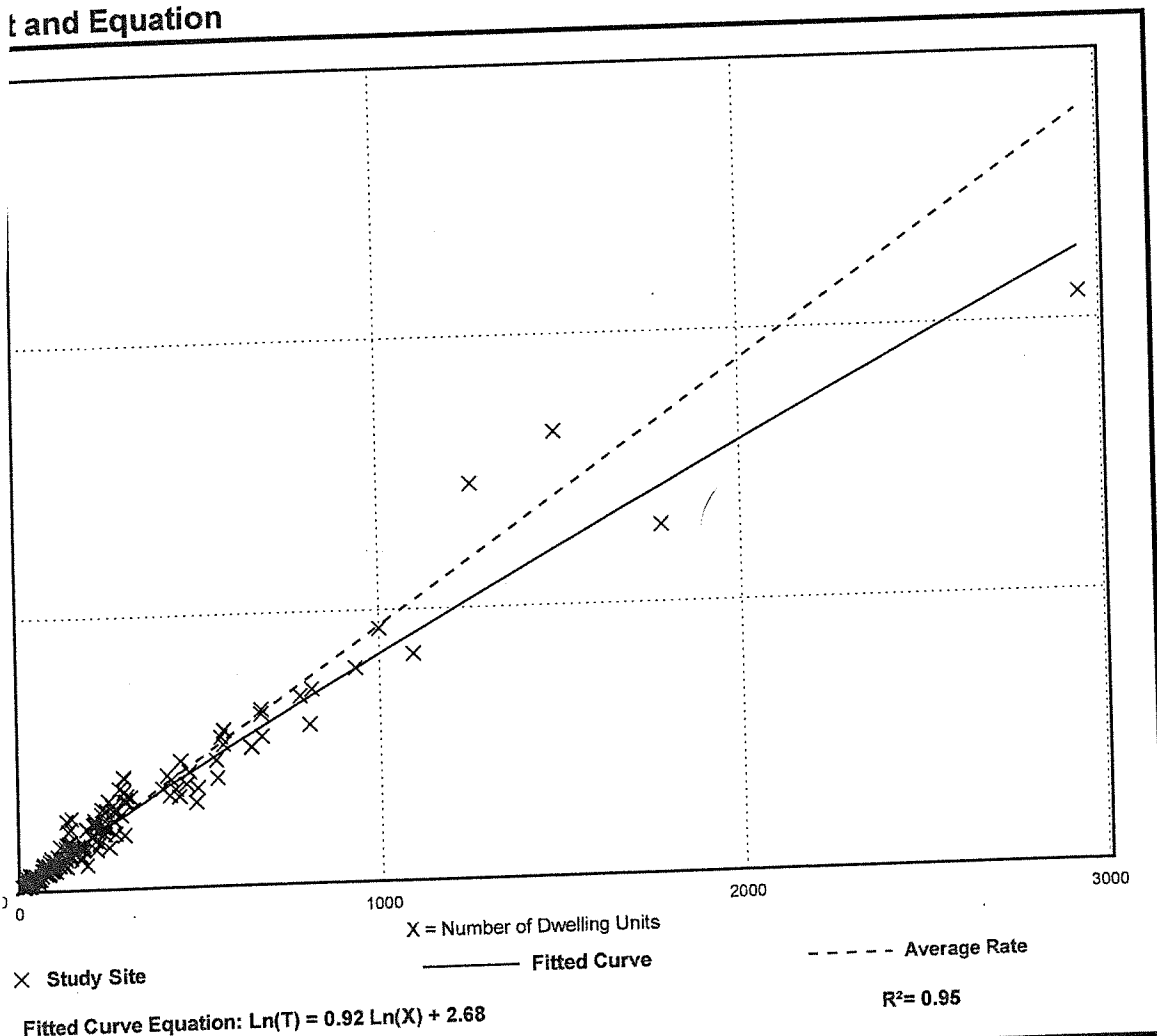
Avg. Num. of Dwelling Units: 246

Directional Distribution: 50% entering, 50% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
9.43	4.45 - 22.61	2.13

Graph and Equation



Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 192

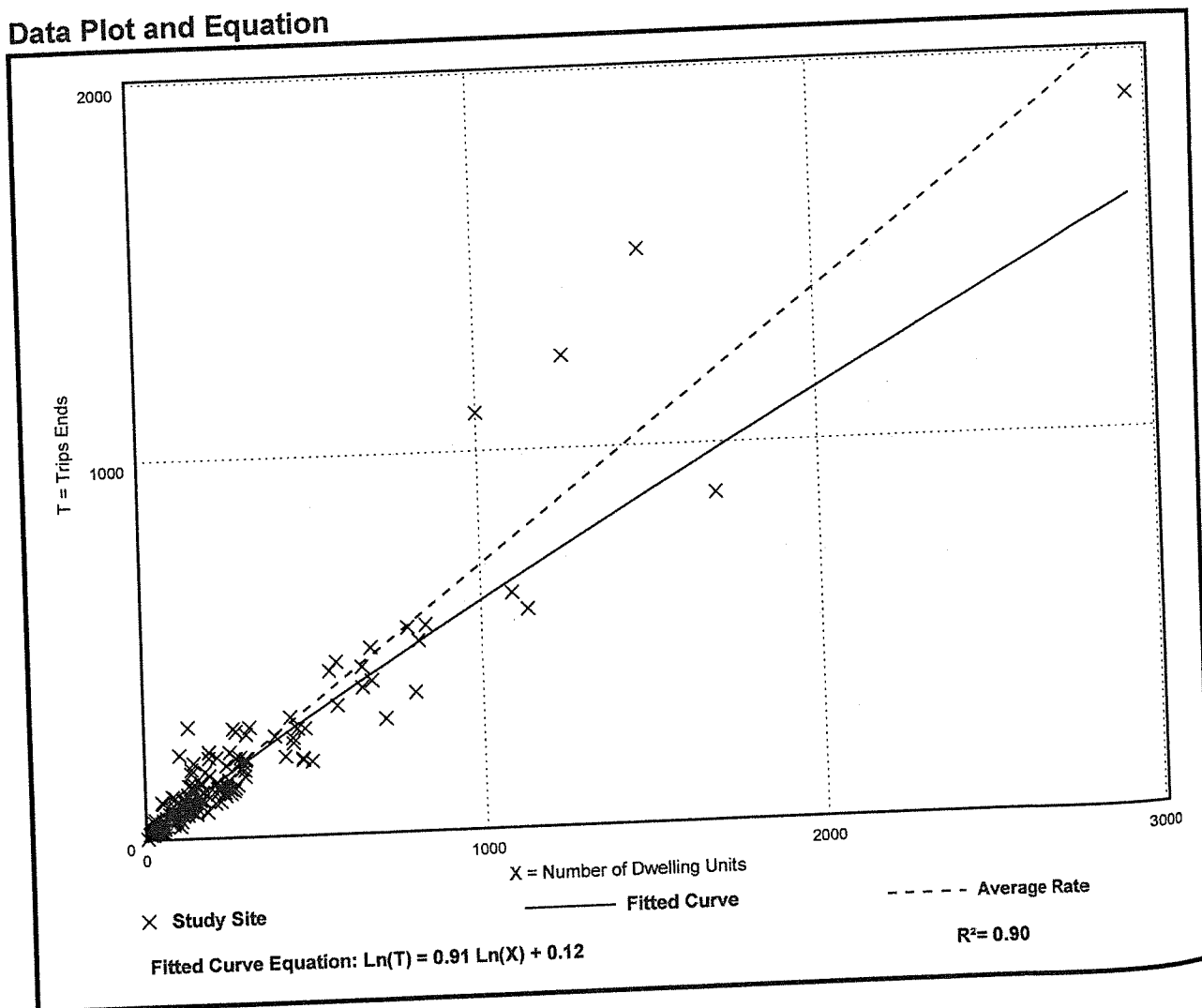
Avg. Num. of Dwelling Units: 226

Directional Distribution: 26% entering, 74% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.70	0.27 - 2.27	0.24

Data Plot and Equation



Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 208

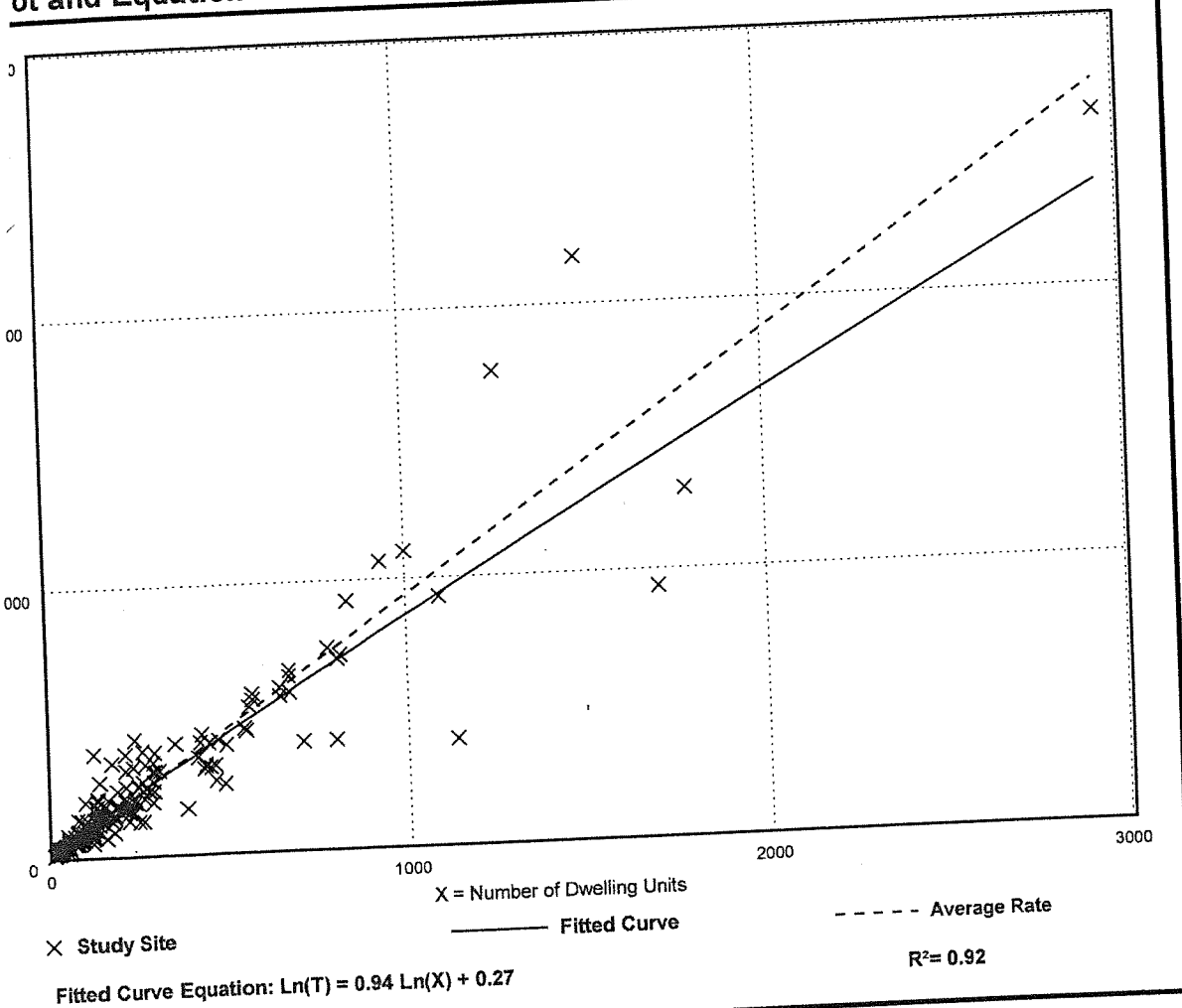
Avg. Num. of Dwelling Units: 248

Directional Distribution: 63% entering, 37% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.94	0.35 - 2.98	0.31

Plot and Equation



Single-Family Attached Housing (215)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 22

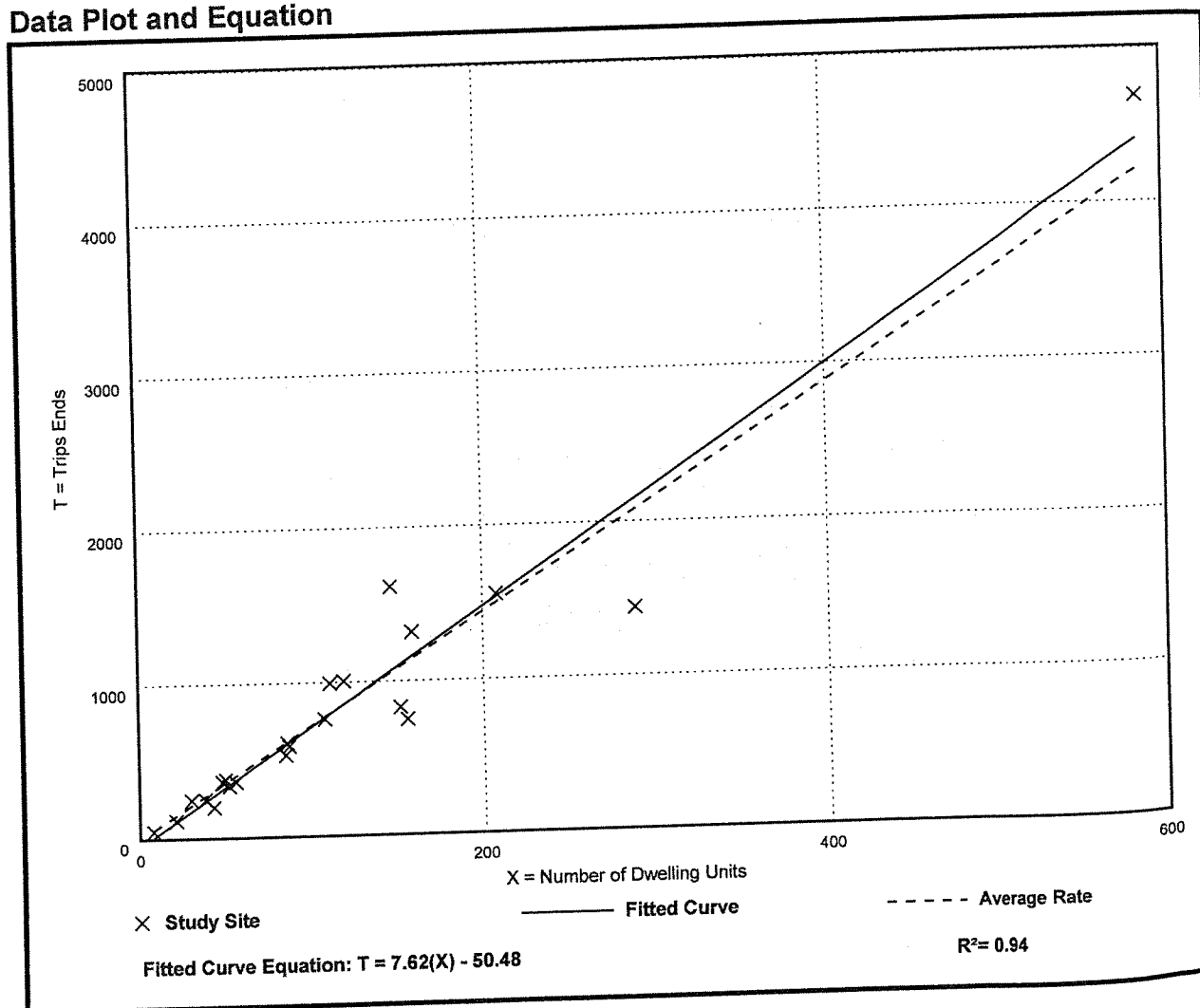
Avg. Num. of Dwelling Units: 120

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
7.20	4.70 - 10.97	1.61

Data Plot and Equation



Single-Family Attached Housing (215)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 46

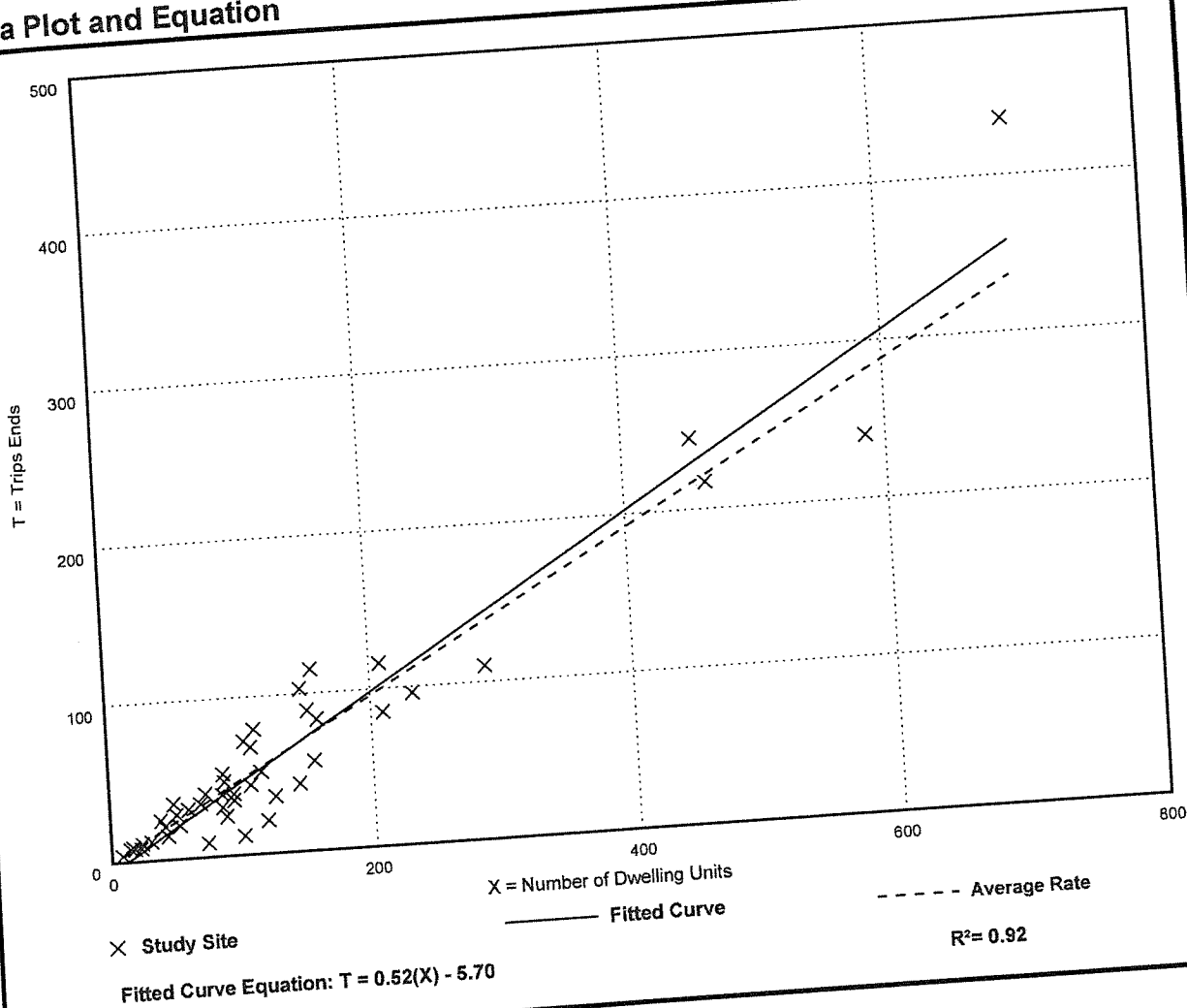
Avg. Num. of Dwelling Units: 135

Directional Distribution: 31% entering, 69% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.48	0.12 - 0.74	0.14

Data Plot and Equation



Single-Family Attached Housing (215)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 51

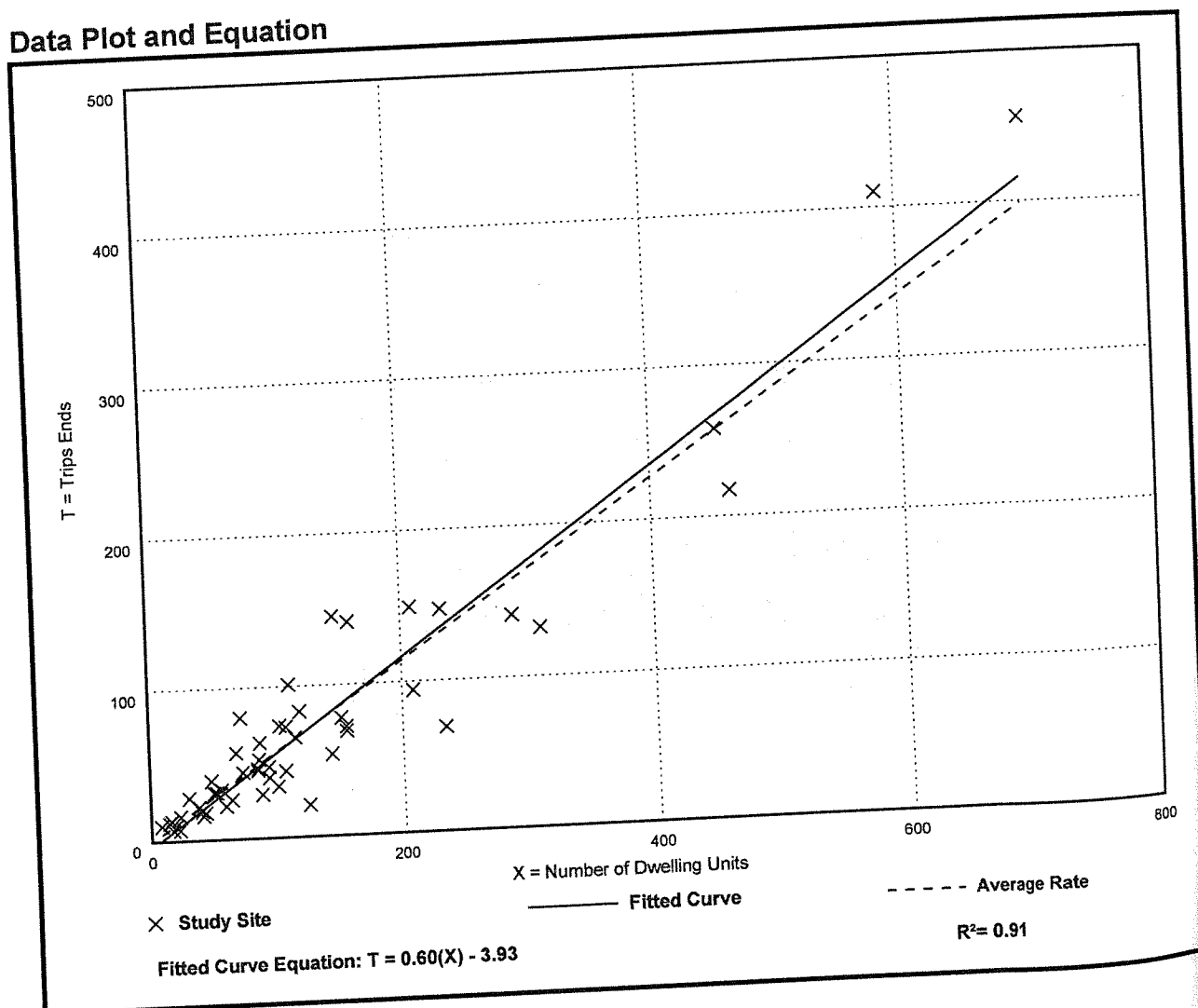
Avg. Num. of Dwelling Units: 136

Directional Distribution: 57% entering, 43% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.57	0.17 - 1.25	0.18

Data Plot and Equation





DEKALB COUNTY HIGHWAY DEPARTMENT

Office of
County Engineer
 1826 Barber Greene Road
 DeKalb, Illinois 60115

NATHAN F. SCHWARTZ, P.E.
 County Engineer

Office Phone: (815) 756-9513
 Fax: (815) 756-8705

September 29, 2025

City of Sycamore
 Planning & Zoning Commission
 308 W State Street
 Sycamore, IL 60178

Re: Development Proposal at intersection of
 Plank Road & Luther Lowell Lane

Attn: Chairperson Nate Kitterman

Dear Mr. Kitterman:

The DeKalb County Highway Department has previously commented on the proposed development at the northwest corner of Plank Road and Luther Lowell Lane. We understand there have been questions regarding the County's plans for the Peace Road / Plank Road corridor. We are listing our current plans for this corridor to help the City in its evaluation of the proposed development.

Peace Road & Plank Road Improvements

DeKalb County has jurisdiction of Peace Road and Plank Road within and just outside the City of Sycamore's municipal limits. Peace Road and Plank Road carry much of the same traffic as each is an extension of the other with IDOT's Illinois Route 23 / Main Street separating the two roads. The County has multiple projects underway for these roads.

Peace Road Widening

DeKalb County has just entered a contract with an engineering firm regarding Peace Road between Freed Road and Illinois Route 23 / Main Street. The contract will complete the preliminary engineering including survey, design, permitting, and creation of plans and specifications for the widening of Peace Road to two lanes in each direction, installation of traffic signals where warranted by state and federal guidelines, upgrade of existing traffic signals, preparation for or accommodation of sidewalks / multi-use trails at roadway crossings, and overhead lighting at intersections. Because of the widened road, the bridge over the Blue Heron Creek will need to be widened. Due to its age and outdated design, the bridge will be replaced. Eastbound traffic on Peace Road will taper from two lanes to one lane prior to crossing Illinois Route 23 / Main Street since Plank Road is not scheduled to be widened to multiple lanes at this time. Construction on this segment will depend on availability of funding and will likely not begin until another 3-5 years.

Plank Road Improvements between Illinois Route 23 / Main Street and Lindgren Road

Just as Peace Road will eventually have two lanes of traffic in each direction, so will Plank Road at some time in the future. The planned construction along Plank Road between Illinois Route 23 / Main Street and Lindgren Road of Plank Road is being made with consideration of short range, mid range, and long range improvements. The future improvements of this section of Plank Road will likely include the following.

1. Installation of a right turn lane for westbound traffic on Plank Road turning north onto Luther Lowell Lane: As traffic increases on Luther Lowell Lane due to new developments such as the proposed development at the northwest corner of the intersection, and as traffic increases on Plank Road itself, a right turn lane for westbound Plank Road traffic will need to be installed.

BRAD HUNOLD
 Assistant County Engineer

STACY RICHARDSON
 Support Services Manager

JOSH MERCHANT
 Operations Manager

2. Installation of a traffic signal at the intersection of Luther Lowell Lane: this will depend on meeting one of various warrants listed in the Manual of Uniform Traffic Control Devices. The warrants include eight-hour vehicular volume, 4-hour vehicular volume, peak hour traffic, pedestrian volume, school crossing, coordinated traffic signal, crash experience, roadway network, and railroad crossing. While the warrants are not currently met, development of the northwest corner of the intersection and/or the south side of Plank Road could increase traffic at the intersection to a point where one of the warrants may be met.
3. Modification of the commercial access point on the north side of Plank Road between Illinois Route 23 / Main Street and Luther Lowell Lane: If the residential property east of the Greater Family Health is developed into a commercial property, the commercial access point for all three commercial properties on the north side of Plank Road will likely be moved further east to better accommodate turn lanes for it and for the adjacent intersections to the west and east. This modified access point location would likely be the access point for a future development on the south side of Plank Road.
4. Widening of Plank Road: As more development occurs along Plank Road particularly north of Lindgren Road, and as the pass-through traffic increases from Sycamore, DeKalb, and other communities to the west, Plank Road will eventually need two lanes of traffic in each direction.

The timing of each of these improvements are dependent on development as mentioned above. The construction timeline will also depend on availability of funding for each project.

Plank Road Intersection with Lindgren Road / North Grove Road

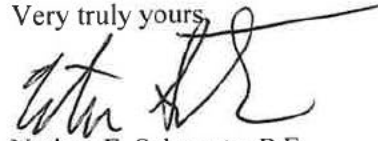
The intersection of Plank Road with Lindgren Road / North Grove Road is being modified from a traditional intersection to a single-lane roundabout. This is based on traffic studies, crash data, and feedback from public outreach including a public meeting in November 2024. The preliminary engineering including design, permitting, and creation of plans and specifications are all expected to be completed in late 2025 with construction occurring in 2026. Both legs of Plank Road and the Lindgren Road leg will remain open during construction. Because North Grove Crossing Subdivision and Heron Creek Subdivision will have access to Plank Road via Luther Lowell Lane, the North Grove Road leg of the intersection will be closed during construction.

Plank Road Realignment Northeast of Lindgren Road

Plank Road north and east of Lindgren Road including the intersections with Moose Range Road, Devine Way, Gerry Lane, and Lukens Road have been the focus of many conversations over the past 30 years concerning traffic and safety. A study was recently performed which supported a realignment of Plank Road. The study included public outreach including a public meeting in November 2024. The realignment is currently undergoing phase I of preliminary engineering which includes survey, permitting, ultimately right of way acquisition. After phase I of preliminary engineering is complete, phase II will be completed which includes the creation of plans and specifications. Construction will likely not occur until after 2030.

If the City or the developer has any questions regarding these comments or future plans of the Plank Road corridor, please do not hesitate to contact me.

Very truly yours,



Nathan F. Schwartz, P.E.
County Engineer

Cc: Michael Hall, Sycamore City Manager (via email)
Mark Bushnell, Sycamore City Engineer (via email)
John Sauter, Sycamore Director of Community Development (via email)
Mark Kalk, Sycamore City Clerk (via email)

MEMORANDUM

To: Mayor and City Council

From: Michael Hall, City Manager

Date: November 3rd, 2025

Subject: Ambulance Billing Service Review and Recommendation

Background

For many years, the City of Sycamore managed ambulance billing internally through staff in the Fire and Finance Departments. By 2008, the workload had become too demanding for the small staff, and the City outsourced billing to Kishwaukee Community Hospital (KCH). In 2015, the City transitioned to Andres Medical Billing (AMB) in Arlington Heights, which provided responsive and efficient service. In early 2024, AMB was acquired by Emergency Medical Services Management Consultants (EMS|MC), a large North Carolina-based billing conglomerate serving more than 1,500 clients nationwide. Since the acquisition, the quality of service provided to both the Fire Department and residents has declined sharply.

Current Issues with EMS|MC

Fire Department administration has had minimal contact with EMS|MC's assigned "Client Success Representative." Most communication occurs only after City staff initiate contact—typically when patients call or visit the fire station with billing problems that the vendor should be resolving.

Residents have reported significant service issues, including:

- Long call wait times or disconnections before reaching a live representative.
- Billing for non-billable ambulance trips.
- Letters requesting insurance information that cannot easily be resolved by phone.
- Errors in billing codes that have led to insurance claim denials.

As a result, both residents and City staff are spending unnecessary time addressing issues that should be handled by the billing contractor, leading to frustration and potential loss of revenue.

Evaluation of Alternative Provider – One Billing Solutions (OBS)

On September 24, 2025, City staff—including the City Manager, Finance Director, Fire Chief, Deputy Fire Chief, and Fire Office Manager—met with representatives from One Billing Solutions (OBS) via Zoom to review their capabilities and service model. OBS, headquartered in Nebraska, employs a team-based approach with multiple client service specialists, in contrast to EMS|MC's single representative model.

Category	EMS MC (Current)	One Billing Solutions (Proposed)
Client Service Personnel	1 representative	8 staff with specialized roles
Average Collection Rate	35–45%	85%
Fee for Service	4% of collections	15% of collections
Fire Recovery Billing	No	Yes
Customer Service Location	Unknown	Nebraska
Fee Rate Examples Provided	No	Yes (EMS and Fire)

Financial Comparison

The Finance Department's analysis indicates that Sycamore would break even if OBS collects at least 45.3% of billed charges, which is only 5.3% higher than EMS|MC's current average collection rate. Given that OBS's average performance is around 85%, the potential for increased revenue is significant even after accounting for the higher service fee.

Summary of Benefits and Considerations

Advantages of Transitioning to OBS:

- Significantly higher collection rate and improved cash flow.
- Enhanced customer service and responsiveness for residents.
- Dedicated team structure for specialized billing support.
- Ability to recover additional revenue from fire recovery billing.
- U.S.-based operations, providing transparency and accountability.

Considerations:

- A 15% service fee (compared to 4%) represents a higher percentage, but the yield is expected to more than offset the cost.
- The City will need to coordinate a smooth transition to prevent overlap or disruption in billing during vendor changeover.
- The existing EMS|MC contract should be reviewed to confirm termination procedures.

Conclusion

EMS|MC's acquisition and subsequent decline in service quality have created unnecessary administrative burdens and negatively affected residents' experience with ambulance billing. One Billing Solutions offers a modernized, service-oriented approach with higher collection performance, improved customer responsiveness, and transparent reporting. Although the service fee is higher, the projected increase in collections and the improvement in service quality make One Billing Solutions the preferred and fiscally responsible choice for the City of Sycamore moving forward.



ATTORNEYS AT LAW

WRITERS DIRECT
KFOSTER@FOSTERBUICK.COM

2040 ABERDEEN COURT
SYCAMORE, IL 60178
(815) 758-6616

October 15, 2025

Sherry Sawka
Client Success Representative
EMS|MC
Sherry.sawka@emsmc.com

Via Electronic Mail Only

Patrick J. Mannix
Chief Executive Officer
Andres Medical Billing, Ltd.
3342 N. Ridge Avenue
Arlington Heights, IL 60004

Via Regular and Certified Mail – 7022 0410 0000 8685 4195

Re: Termination of EMS Billing Services
Our File No. [REDACTED]

Dear Ms. Sawka,

Please be advised that our office represents the Sycamore Fire Department ("Fire Department") of the City of Sycamore, Illinois. It is our understanding that your firm is currently providing medical billing services for the Fire Department. We have been directed to terminate the Fire Department's billing arrangement with EMS. Thus, you are hereby notified that, effective January 1, 2026, the Fire Department is terminating its arrangement with you and will be employing the services of another firm after that date.

As you may be aware, the Fire Department signed an agreement with Andres Medical Billing, Ltd. ("AMB") on November 18, 2015, which contains a provision requiring 180 days' notice of termination of the agreement, but the Fire Department has never been notified of any assignment of that contract to EMS. However, even if the terms of the Fire Departments' agreement with AMB were to be applied to the current arrangement with EMS, there is cause for immediate termination of the agreement pursuant to Paragraph 11d, for failure to provide the services outlined in the agreement.

Since EMS's acquisition of AMB, the Fire Department has had minimal contact with EMS staff, and the majority of the communication that has taken place has had to be initiated by the City of Sycamore's staff after receiving complaints from residents regarding billing problems. Residents have reported many significant service issues, including long call wait times, disconnections before reaching a live representative, being billed for non-billable ambulance trips, and continuous errors in billing codes that have led to insurance claim denials. These ongoing

Sherry Sawka & Patrick J. Mannix

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Re: Termination of EMS Billing Services

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issues constitute a failure to provide the services that AMB agreed to provide to the Fire Department, allowing for immediate termination of the agreement.

Please sign below where indicated and return to my attention to confirm your acknowledgment that the Fire Department's use of your services will be terminated on January 1, 2026.

There may well be logistical issues in terms of the transfer of data to the new firm that can be worked out directly with the Fire Department.

Sincerely,

FOSTER, BUICK, CONKLIN,
LUNDGREN & GOTTSCHALK, LLC

By: 
Keith L. Foster, Managing Partner

KLF/em

cc: Bart Gilmore, Fire Chief (*via electronic mail only*)

Michael Hall, City Manager (*via electronic mail only*)

Agreed and accepted this 28th day of October, 2025.

EMS|MC

By: 

Printed Name: Sandy Laganowski

Title: Deployments Manager



One Billing Solutions

YOUR ONE STOP SOLUTION, FOR MEDICAL BILLING

BILLING SERVICES AGREEMENT

This Agreement is made to be effective 01/01/2026, by and between One Billing Solutions, LLC., hereafter referred to as “OBS”, and City of Sycamore Dekalb County Illinois, hereinafter referred to as “Medical Service Provider”, (individually a “Party” and collectively the “Parties”).

WHEREAS, OBS is engaged in the business of providing billing and collection services for public and private ambulance and rescue squad entities; and

WHEREAS, Medical Service Provider, is a public and/or private provider of rescue squad and ambulance services in the area commonly known as Sycamore Fire Ambulance Service, and

WHEREAS, Medical Service Provider is compensated for its ambulance and rescue services by its patients through private payments, private insurance, public insurance, including Medicare and Medicaid, or a combination thereof; and

WHEREAS, Medical Service Provider desires to engage and retain the billing services of OBS:

IT IS THEREFORE, AGREED, IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS, AND CONDITIONS SET FORTH HEREIN AS FOLLOWS:

1. **TERM OF AGREEMENT.** OBS shall provide Medical Service Provider billing services as set forth in detail below, commencing on the effective date stated above and shall continue for a period of one (1) year thereafter unless terminated earlier as provided in this agreement. This Agreement shall be automatically renewed for successive one (1) year terms unless and until terminated as provided herein, or modified in writing and agreed to be both parties.
2. **BILLING SERVICES TO BE PROVIDED.** OBS will provide the following billing services on behalf of Medical Service Provider as follows:
 - A. Verify all billing information.
 - B. Invoice all private payment patients and all insurance carriers including, but not limited to, public, and private health insurance, Medicare, Medicaid, automobile liability carriers, workers’ compensation carriers, and homeowner insurances.
 - C. Provide all appropriate HCPCS, ICD10, and condition codes (symptom/diagnosis codes).
 - D. Prepare and mail invoices to private patients and complete and submit claim forms to public and/or private insurance carriers or other responsible parties (via postal service or electronically through contracted clearinghouse).
 - E. Provide follow-up billing at least two times after initial written billing to private patients.
 - F. Coordinate, correspond, and reply to all inquiries from private patients, and public and/or private insurance carriers.

- G. Obtain status reports on claim processing from all public and/or private insurance carriers.
 - H. Provide customer service access during normal business hours, weekends and holidays excluded.
 - I. Provide contract completion for participating agreements with insurance companies, and act as authorized representative.
 - J. Provide cash posting services.
 - K. Provide to Medical Service Provider monthly accounts receivable, transactions, and itemized payment and write-off summaries, all to be provided to Medical Service Provider no later than the 10th business day of the following month. Any write-offs on unpaid invoices or balances after payment by public and private insurance carriers or other third-party payors shall be at the direction of the Medical Service Provider pursuant to its policies and procedures in accordance with all state and federal regulations regarding billing and write-offs for medical services.
3. **COMPENSATION.** Medical Service Provider agrees to compensate OBS for its billing services provided above on a monthly basis in an amount equal to fifteen percent (15%) of amounts actually collected by OBS and/or Medical Service Provider in the previous month. OBS shall invoice Medical Service Provider for its compensation no later than the 10th day of the following month in which payments or insurance proceeds are received, and Medical Service Provider agrees to pay said invoices within 30 days.

OBS offers an Automatic Invoice Payment program, which the Medical Service Provider may enroll in, in lieu of monthly invoicing. See Exhibit A – Automatic Invoice Payment Program addendum.

4. **INFORMATION PROVIDED BY MEDICAL SERVICE PROVIDER.** Medical Service Provider agrees to provide to OBS for each rescue squad or ambulance call the information required on these three forms:
- (1) a signed medical necessity form, a sample copy of which is attached hereto and fully incorporated herein, together with
 - (2) the demographic sheet from each hospital or medical care facility to which the patient has been transported, and
 - (3) a completed run reports.

Any changes to personnel or squad licensing or equipment must be reported to OBS. Any discrepancy in deposit amount, receipt of deposit, direct payments reported or other questions regarding the squad's monies or invoice must be reported in writing to OBS within 60 days of the date of the report. OBS is not liable or responsible for discrepancies not reported in a timely manner.

5. **PAYMENT COLLECTION AND PROCESSING PROCEDURES.** Unless otherwise agreed to in writing by the Parties, OBS shall collect and process payment collections according to the following:
- a. OBS shall provide that payments on all claims shall be made in the name of the Medical Service Provider and claims payments forwarded to OBS.
 - b. Medical Service Provider shall provide OBS with all relevant and necessary banking information in order to process and complete any depository transactions related to this agreement.
 - b. Medical Service Provider shall provide OBS with a "Deposit Only" Stamp and bank deposit slips.

- c. If applicable, OBS will endorse claims payments “For Deposit Only” to Medical Service Provider’s bank and cause these claim payments to be deposited in Medical Service Provider’s account not less than once a week.
 - d. If applicable, Medical Service Provider has the option to sign a Direct Deposit Authorization Form to allow OBS to direct deposit claim payments directly into the Medical Service Provider’s bank account, not less than once a week following the receipt of claims payments.
 - e. In the event Medical Service Provider receives direct payment on any claims processed by OBS, it shall notify and mail/fax a copy of direct payment along with any coordinating documentation to OBS for proper posting not less frequently than once a week.
 - f. Alternative payment processing procedures may be arranged by the parties, but must be in writing, signed by both parties, and added to this agreement as an addendum.
6. **TERMINATION.** This agreement may be terminated according to the following provisions:
- A. Termination Without Cause. Either party may terminate this Agreement at any time by giving the other party sixty (60) days written notice of its intent to terminate. During said 60-day period, this agreement shall continue in full force and effect and OBS shall be entitled to compensation at the rate set forth above for all billing services provided during that time. t.
 - B. Terminate for Cause. A party shall have the right to terminate this Agreement upon written notice of such termination to the other party in the event:
 - i. the business of the other party is assigned, terminated or suspended.
 - ii. a petition for bankruptcy is filed by or against the other party.
 - iii. a receiver is appointed on account of the other party’s insolvency.
 - iv. breach of contract of any provision of this Agreement that the breaching party fails to cure within twenty (20) days or less.
 - C. Termination or Amendment as a Result of Government Regulation. A party shall have the right to terminate or unilaterally amend this Agreement, without liability, upon written notice to the other party, in order to comply with any legal order, ruling, opinion, procedure, policy, or other guidance issued by any federal or state agency, or to comply with any provision of law, regulation, or any requirement of accreditation, tax-exemption, federally-funded health care program participation or licensure which:
 - i. invalidates or is inconsistent with the provisions of this Agreement.
 - ii. would cause a party to be in violation of the law.
 - iii. jeopardizes the tax-exempt status of the terminating or amending party or any affiliate of such party, if applicable.
 - iv. jeopardizes the tax-exempt status of any bond’s issues for the benefit of the terminating or amending party or any affiliate of such party, if applicable, or
 - v. jeopardizes the good standing status of licensure, accreditation or participation in any federally-funded health care program, including the Medicare and Medicaid programs, of the terminating or amending party or any affiliate of such party, if applicable. If either party deems it necessary to amend this Agreement as provided in this Section and the

amendment is unacceptable to the other party, the unaccepting party may choose to terminate this Agreement immediately without cause or liability upon notice to the other party.

- D. Payment of Fees After Termination. Upon any termination of this Agreement, OBS shall be entitled to receive the fees accrued and unpaid through the effective date of termination.

7. **MODIFICATION AND ASSIGNMENT.** This agreement shall not be modified by either party unless the terms of modification of this agreement are reduced to writing and signed by both parties. Neither party may assign their right, obligations, or benefits under the terms of this agreement without first obtaining the written consent of the other party, which consent shall not be unreasonably withheld.
8. **NOTICES.** All notices and other communications required or permitted to be given hereunder shall be made in writing and shall be considered given and received when (a) personally delivered to the other party, (b) delivered by courier, (c) delivered by facsimile or (d) certified mail receipt is executed by an authorized representative of the party intended to receive the communication.

If to OBS:	If to MEDICAL SERVICES PROVIDER:
One Billing Services, LLC 10802 Farnam Dr. Omaha, NE 68154 ATTN: Beth Grassau	_____ ATTN: _____ _____ _____ _____
With a copy, by regular United States mail, postage prepaid, to:	With a copy, by regular United States mail, postage prepaid, to:
Erickson Sederstrom ATTN: Andrew Collins 10330 Regency Dr., Suite 100 Omaha, NE 68114	_____ _____ _____ _____

9. **INDEPENDENT CONTRACTOR RELATIONSHIP.** Agreement is not intended to create any relationship between the parties beyond that of an independent entity contracting with each other solely for the purpose of effecting the provisions of this Agreement and its incorporated Attachments. Neither of the parties nor any of their authorized representatives shall have the authority to bind the other in contract or quasi-contract or shall be deemed or construed to be the agent, employee or representative of the other.
10. **AUTHORITY; EFFECT.** By executing this Agreement and its incorporated Attachments on behalf of OBS, the undersigned individual represents that he or she is duly authorized by OBS to make and enter into this Agreement and its incorporated Attachments on behalf of OBS and represents that this Agreement and its incorporated Attachments constitutes the valid and binding obligation of OBS generally enforceable in accordance with its terms. By executing this Agreement and its incorporated Attachments on behalf of Medical

Service Provider, the undersigned individual represents that he or she is duly authorized by Medical Service Provider to make and enter into this Agreement and its incorporated Attachments on behalf of Medical Service Provider, and represents further that this Agreement and its incorporated Attachments constitutes the valid and binding obligation of Medical Service Provider and is generally enforceable in accordance with its terms. This Agreement and its incorporated Attachments shall be binding on OBS and Medical Service Provider and on their respective successor organizations. The obligations of each party hereto may not be delegated without the other party's prior written consent.

11. **INDEMNIFICATION.** OBS agrees to defend, indemnify, and hold harmless the Medical Service Provider (including its officers, agents and employees) from and against any and all claims, demands, liabilities and costs incurred by the Medical Service Provider, including reasonable attorney's fees, arising out of any claims for damages directly caused by an act or omission made by OBS or any claims for Social Security benefits, workers' compensation benefits, disability benefits, or any other cause of action which may directly arise out of the OBS's performance of its obligations under this Agreement and the incorporated Attachments. To the extent permitted by Illinois law and Constitution, Medical Service Provider agrees to defend, indemnify, and hold harmless OBS (including its officers, agents, employees, and subcontractors) from and against any and all claims, demands, liabilities and costs incurred by OBS, including reasonable attorney's fees, arising out of any claims for damages directly or indirectly caused by an act or omission made by the Medical Service Provider which may directly or indirectly arise out of the Medical Service Provider's performance of its obligations under this Agreement and the incorporated Attachments. Furthermore, the Medical Service Provider agrees to defend, indemnify, and hold harmless OBS (including its officers, agents, employees, and subcontractors) from and against any and all claims, demands, liabilities and costs incurred by OBS, including reasonable attorney's fees, arising out of any claims for negligence or any other cause of action for damages directly or indirectly related to the accuracy or substance of the work product transmitted from the Medical Service Provider to OBS.
12. **INSURANCE.** Medical Service Provider agrees to provide general liability and medical negligence insurance for Medical Service Provider, its agents, and employees. OBS agrees to provide general liability insurance for OBS, its agents and employees. Upon request, the parties agree to furnish to the other appropriate certificates of insurance. Both Medical Service Provider and OBS agree that such insurance is changed in any material way, at least thirty (30) days advance written notice will be given to the other party
13. **EXCLUDED PROVIDER WARRANTY.** Neither party is now and at no time has been excluded from participation in any federally funded health care program, including Medicare and Medicaid. Each party hereby agrees to immediately notify the other party of any threatened, proposed, or actual exclusion from any federally funded health care program, including Medicare and Medicaid. Each party further represents and warrants that none of its employees are now and at no time have been excluded from participation in any federally funded health care program, including Medicare and Medicaid, and that if an employee of a party becomes so excluded, such employee shall be terminated. In the event either party is excluded from participation in any federally funded health care program during the Term of this Agreement, this Agreement and its incorporated Attachments shall, as of the effective date of such exclusion or breach, automatically terminate. Each party shall indemnify the other for any and all damages resulting from such party's exclusion from any federally funded health care program, including Medicare and Medicaid.

14. ACCESS TO BOOKS AND RECORDS. Until the expiration of four (4) years after the furnishing of the services under this Agreement, each party shall make available to the Secretary of the United States Department of Health and Human Services, and the United States Comptroller General, and their representatives, a copy of this Agreement and its incorporated Attachments and such books, documents and records of that party that are necessary to certify the nature and extent of any cost incurred by either party. If a party carries out the duties of the Agreement through a subcontract worth Ten Thousand and 00/100 Dollars (\$10,000.00) or more over a twelve (12) month period with a related organization, the subcontract shall contain a clause placing the same obligations on the subcontractor as this clause places on that party. In the event this Agreement is not subject to the provisions of 42 U.S.C. 1395x (v)(1)(I) and 42 C.F.R. 420.300, et. seq. or relevant regulations, this paragraph shall be of no effect.
15. CONFIDENTIALITY. The parties shall maintain the confidentiality of patient medical records in accordance with state and federal laws. Each party further acknowledges that information regarding the other party and its business operations, including, but not limited to, procedures, policies, programs, billing codes and systems, reimbursement and fee schedules, contracts, business plans and such other business records is proprietary and confidential. Each party agrees to hold such information in strict confidence and not disclose or make available such information to any third party, except as required by law. This provision shall survive any termination of this Agreement.
16. HIPAA BUSINESS ASSOCIATE ASSURANCES.
- A. Privacy Rule
1. OBS, in its capacity as a Business Associate, shall carry out its obligations under this Agreement in compliance with the Privacy Regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Section 261, et seq., as amended (“HIPAA”), to protect the privacy of any personally identifiable protected health information (“PHI”) that is collected, processed or learned as a result of the Services provided hereunder. In conformity therewith, OBS agrees that it will:
 - (a) Not use or further disclose PHI except as permitted under this Agreement or required by law.
 - (b) Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement
 - (c) Mitigate, to the extent practicable, any harmful effect that is known to OBS of a use or disclosure of PHI by OBS in violation of this Agreement.
 - (d) Report to Medical Service Provider any use or disclosure of PHI by OBS in violation of this Agreement.
 - (e) Ensure that any agents or subcontractors to whom OBS provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to OBS with respect to such PHI.
 - (f) Make PHI available to Medical Service Provider and to the individual who has a right to access as required under HIPAA within 30 days of the request by Medical Service Provider regarding the individual.
 - (g) Incorporate any amendments to PHI when notified to do so by Medical Service Provider.
 - (h) Provide an accounting of all uses or disclosures of PHI made by OBS as required under the HIPAA privacy rule within 60 days.

- (i) Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining Medical Service Provider's compliance with HIPAA; and
 - (j) At the termination of this Agreement, return or destroy all PHI received by OBS on behalf of, Medical Service Provider and if return is infeasible, the protections of this Agreement will extend to such PHI.
2. The specific uses and disclosures of PHI that may be made by OBS on behalf of Medical Service Provider include:
- (a) The preparation of invoices to patients, carriers, insurers and Others responsible for payment or reimbursement of the services provided by Medical Service Provider to its patients.
 - (b) Preparation of reminder notices and documents pertaining to collections of overdue accounts.
 - (c) The submission of supporting documentation to carriers, insurers, and other payers to substantiate the health care services provided by Medical Service Provider to its patients or to appeal denials of payment for same.
 - (d) Uses required for the proper management of OBS as a business associate.
 - (e) Other uses and disclosures of PHI that are enumerated within this Agreement.
 - (f) Other uses or disclosures of PHI as permitted by the HIPAA Privacy Rule.

B. Security Rule

1. OBS, in its capacity as a Business Associate, shall carry out its obligations under this Agreement in compliance with the Security Regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., as amended (“HIPAA”), regarding the security of electronic protected health information (e-PHI) that is received as a result of the Services provided hereunder. In conformity therewith, OBS agrees that it will:
- (a) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the covered entity as required in the regulations;
 - (b) Ensure that any agent of OBS, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect protected health information; and
 - (c) Report to the Medical Service Provider any security incident of which it becomes aware. Notwithstanding any other provisions of this Agreement, this Agreement may be terminated by Medical Service Provider, in its sole discretion, if Medical Service Provider determines that OBS has violated a term or provision of this Paragraph pertaining to OBS's obligation as a Business Associate of Medical Service Provider, or if OBS engages in conduct which would, if committed by Medical Service Provider, result in a violation of the HIPAA privacy rule or HIPAA security rule by Medical Service Provider.

17. COMPLIANCE

- A. OBS will conduct its activities and operations in compliance with all state and federal statutes, rules, and regulations applicable to billing activities.
- B. Medical Service Provider shall conduct its activities, operations, and documentation in compliance with all applicable state and federal statutes, rules and regulations. Medical

Service Provider expressly represents and warrants that it is under no legal impediment to billing or receiving reimbursement for its services.

- C. Each party is responsible for monitoring and ensuring its own compliance with all applicable state and federal laws and regulations pertaining to billing and reimbursement for its services. However, either party which becomes aware of a violation of any such state or federal laws or regulations or a questionable claim or claim practice agrees to notify the other party within thirty (30) days so the other party may appropriately address the matter.
 - D. The parties represent that they are not the subject of any actions or investigations pertaining to its participation in or standing with any state or federal health care program, are not subject to exclusion from any state and/or federal health care program, and that no persons providing services for which reimbursement is sought were at the time such services were rendered excluded from any state or federal health care program.
 - E. The parties recognize that this Agreement is at all times subject to applicable state, local, and federal laws and shall be construed accordingly. The parties further recognize that this Agreement may become subject to or be affected by amendments un such laws and regulations or to new legislation or regulations. Any provisions of law that invalidate, or are otherwise inconsistent with, the material terms and conditions of this Agreement, or that would cause one or both of the parties hereto to be in violation of law, shall be deemed to have superseded the terms of this Agreement and, in such event, the parties agree to utilize their best efforts to modify the terms and conditions if this Agreement to be consistent with the requirements of such law(s) in order to effectuate the purposes and intent of this Agreement. In the event that any such laws or regulations affecting this Agreement are enacted, amended or promulgated either party may propose to the other a written amendment to this Agreement to be consistent with the provisions of such laws or regulations. In the event that the parties do not agree on such written amendments within thirty (30) days of receipt of the proposed written amendments, then either party may terminate this Agreement without further notice, unless this Agreement would expire earlier by its terms.
18. SEVERABILITY. If any section, portion, or clause of this agreement is deemed to be legally unenforceable, such unenforceability shall not invalidate the remaining provisions of this agreement and such provisions shall remain valid and enforceable against either party.
19. GOVERNING LAW. This Agreement and any incorporated Attachments shall be construed under and shall be governed by the substantive laws of the State of Illinois and applicable federal laws. Venue for any disputes between the parties shall lie exclusively in the Circuit Court for the 23rd Judicial Circuit, DeKalb County, Illinios.
20. AMENDMENT. This Agreement or its incorporated Attachments may not be amended except upon written agreement signed by both parties.
21. HEADINGS. The headings to the various sections of this Agreement or its incorporated Attachments have been inserted for convenience only and shall not modify, define, limit, or expand the express provisions of this Agreement or its incorporated Attachments.
22. WAIVER. The waiver of a breach of or default under any term or provision of this Agreement or its incorporated Attachments by either party, by course of dealing or

otherwise, shall not be deemed a waiver of any other or subsequent breach of or default under the same or a different provision of this Agreement or its incorporated Attachments.

23. ENTIRE AGREEMENT. This Agreement or its incorporated Attachments constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement on this 1st day of January , 2026 to become effective as of the day and year of the effective date set forth above.

One Billing Solutions, LLC

City of Sycamore Dekalb County Illinois
("Medical Service Provider")

Signature

By: Beth Grassau
Title: Director of Operations
Date: _____

Signature

By: _____
Title: _____
Date: _____

**EXHBIT A –
AUTOMATIC INVOICE PAYMENT ADDENDUM**

Medical Service Provider:

Address, City, State, Zip:

By signing below, the Medical Service Provider is hereby enrolling in the Automatic Invoice Payment program. The Medical Service Provider hereby authorizes its financial institution/bank (listed below) to make Automatic Payments to One Billing Solutions, LLC ("OBS") on the Payment Due Date or next business day following Payment Due Date. The Medical Service Provider agrees that this authorization will remain in effect until revoked or changed by the Medical Provider by giving written notice to OBS and its financial institution/bank of revocation or change at least ten (10) business days before the next Payment Due Date. Medical Provider understands that if an Automatic Payment does not occur for any reason whatsoever, Medical Provider is still required to make the required monthly payment and Medical Provider will be responsible for any late fees, charges or other consequences of late or non-payment. If Medical Provider does not enroll in the Automatic Payment program or if the authorization is otherwise revoked or terminated, Medical Provider is solely responsible for timely making of all invoice payments required under the Billing Services Agreement, Section 3 Compensation.

Automatic Payment transaction costs shall be applied to all automatic payments as follows:

Invoice Amount/Type	Transaction Cost
\$1,000.00+	\$0
\$0.01 - \$999.99	\$8.12 per transaction (monthly)

Financial Institution/Bank Name: _____

Name/Title on Account: _____

Account Type: Checking: _____ Savings: _____

Account Number: _____ Routing Number: _____

Authorized Signer (Print Name): _____

Signature: _____ Date/Effective Date: _____



One Billing Solutions

YOUR ONE STOP SOLUTION, FOR MEDICAL BILLING

BUSINESS ASSOCIATE AGREEMENT

This Agreement is made effective 01/01/2026 by and between City of Sycamore Dekalb County Illinois hereinafter referred to as Sycamore Fire Ambulance Service, and One Billing Solutions, LLC hereinafter referred to as “Business Associate”, (individually a “Party” and collectively the “Parties”).

WITNESSETH:

WHEREAS, Sections 261 -264 of the Federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, known as “The Administrative Simplification provisions, “direct the Department of health and Human Services to develop standards to protect the security, confidentiality, and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the HIPAA Privacy Rule” and the “HIPAA Security Rule”); and

WHEREAS, Title XIII of the American Recovery and Reinvestment Act, known as “the HITECH Act” has amended the HIPAA and the HIPAA regulations, including HIPAA’s Administrative Simplification provisions; and

WHEREAS, the Parties wish to enter into or have entered into an arrangement whereby Business Associate may be considered a “business associate” of Covered Entity as defined in the HIPAA Privacy Rule; and

WHEREAS, Business Associate may have access to protected health Information (as defined below) in fulfilling its responsibilities under such arrangement.

THEREFORE, in consideration of the Parties’ continuing obligations under the HIPAA Privacy Rule and Security Rule, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Agreement in order to address the requirements of the HIPAA Privacy Rule and Security Rule and to protect the interests of both Parties.

I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Privacy Rule and the HIPAA Security Rule. In the event of an inconsistency between the provisions of this Agreement and mandatory provisions of the HIPAA Privacy Rule and Security Rule, as amended, the HIPAA Privacy Rule and Security Rules shall control. Where provisions of this Agreement are different than those mandated in the HIPAA Privacy Rule and Security Rule but are nonetheless permitted by the HIPAA Privacy Rule and/or Security Rule, the provisions of this Agreement shall control.

The term “Protected Health Information (abbreviated as “PHI”) means individually identifiable health information, including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or

future physical or mental health or condition of an individual; the provision of health to an individual; and information that can be used to identify the individual.

Business Associate acknowledges and agrees that all Protected Health Information that is created or received by Covered Entity and disclosed or made available in any form; including paper record, oral communication, audio recording, and electronic display by Covered Entity or its operating units to Business Associate or is created or received by Business Associate on Covered Entity's behalf shall be subject to this Agreement.

II. CONFIDENTIALITY REQUIREMENTS

(A) Business Associate agrees:

(i) to use or disclose any Protected Health information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship, or (2) as required by applicable law, rule, or regulation, or by accrediting or credentialing organization to whom Covered Entity is required to disclose such information or as otherwise permitted under this Agreement, or the HIPAA Privacy Rule or Security Rule.

(ii) at termination of this Agreement, or any similar documentation of the business relationship of the Parties, or upon request of Covered Entity, whichever occurs first, if feasible, Business Associate will return or destroy all Protected Health Information received from or created or received by Business Associate on behalf of Covered Entity that Business Associate still maintains in any form and retain no copies of such information, or if such return or destruction is not feasible, Business Associate will extend the protections of this Agreement to the information in perpetuity and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and (iii) to ensure that its agents, including a subcontractor, to whom it provides Protected Health Information received from or created by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply to Business Associate with respect to such information. In addition, business Associate agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause Business Associate to breach the terms of this Agreement or the mandatory requirements of the HIPAA privacy Rule and Security Rule that may apply to Business Associate.

(B) Notwithstanding the prohibitions set forth in this Agreement, Business Associate or to carry out the legal responsibilities of Business Associate, provided that as to any such disclosure, the following requirements are met:

(i) If necessary, for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate, provided that as to any such disclosure, the following requirements are met:

(a) The disclosure is required by law, not merely permitted by law; or

(b) Business Associate obtains reasonable written assurances from the person or party to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person or party, and the person or party notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(ii) for data aggregation services, if to be provided by Business Associate for the health care operations of Covered Entity pursuant to any agreements between the Parties

evidencing their business relationship. For purposes of this Agreement, data, aggregation with the Protected Health Information received by Business Associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.

- (C) Business Associate will implement appropriate safeguards to prevent use or disclosure of Protected health Information other than as permitted in this Agreement. The Secretary of Health and Human Services shall have the right to audit Business Associate's records and practices related to the uses and disclosures of Protected Health Information to ensure Covered Entity's compliance with the terms of the HIPAA Privacy Rule and Security Rule. Business Associate shall timely report to Covered Entity any use or disclosure of Protected Health Information which is not in compliance with the terms of this Agreement of which it becomes aware.

III. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- (A) Business Associate agrees that it is required under the amended HIPAA regulations to comply with, and shall comply with, the HIPAA Security Rule, including the Security Rule's Administrative Physical and Technical safeguard and requirements.
- (B) Business Associate agrees that it is required under the amended HIPAA regulations to comply with, and shall comply with, the use and disclosure provisions of the HIPAA Privacy Rule.
- (C) Business Associate agrees not to use or disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- (D) Business Associate agrees to use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule with respect to electronic Protected Health Information ("ePHI"), to prevent use or disclosure other than as provided for by this Agreement.
- (E) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- (F) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- (G) Breach Disclosures to Covered Entity. Business Associate agrees to immediately report to Covered Entity any use or disclosure of Protected Health Information not provided for by this Agreement of which it becomes aware. Further Business Associate agrees to notify the Covered Entity of any individual whose Protected Health Information has been inappropriately or unlawfully released, accessed, or obtained. Business Associate agrees that such notification will meet the requirements of Section 13402 of the HITECH Act and § 164.410 of the amended HIPAA regulations. Specifically, the following shall apply:
 - (i). A breach is considered discovered on the first day the Business Associate knows or should have known about it.
 - (ii). In no case shall the Business Associate notify the Covered Entity of any breach later than five (5) days after breach is discovered.

(iii). Business Associate shall notify the Covered Entity of any and all breaches of Protected Health Information and provide detailed information to the Covered Entity about the breach, along with the names and contact information of all individuals whose Protected Health Information was involved.

For breaches determined to be caused by the Business Associate, where such breaches require notifications to patients or consumers, the cost of such breach notifications shall be borne by the Business Associate.

- (H) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- (I) Business Associate agrees to provide access, at the request of Covered Entity, and in the time and manner, within 3 days, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR § 164.5.
- (i) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR § 164.526 at the request of Covered Entity or an Individual, and in the time and manner, within 3 days.
- (J) Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity or to the Secretary, in a time and manner or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the HIPAA Privacy Rule and Security Rule.
- (K) Business Associate agrees to document such disclosures of Protected Health Information and Information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.
- (L) Business Associate agrees to provide to Covered Entity or an Individual, in time and manner information collected in accordance with Section (i) of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.
- (M) Business Associate agrees to comply with the requirements of the 'Red Flags' Rule and implement a compliant identity theft prevention program by or before the required "Red Flags" Rule compliance date.

IV. AVAILABILITY OF PHI

- (a) Business Associate agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Privacy Rule.

(b) Business Associate agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Privacy Rule.

(c) In addition, Business Associate agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy Rule.

V. TERM AND TERMINATION

(A) Term. The Term of this Agreement shall be for the same duration as the Billing Services Agreement.

(B) Termination By Covered Entity. Covered Entity may terminate this Agreement if Covered Entity determines that Business Associate has violated a material term of the Agreement.

(C) Termination By Either Party. Notwithstanding any other provisions of this Agreement, if either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps were unsuccessful : either: terminate the Agreement, if feasible.

(D) Return or Destruction of PHI. Return or Destruction of PHI. At the termination of this Agreement, Business Associate shall return or destroy all PHI received from or created or received by Business Associate on behalf of Covered Entity and retain no copies of such PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

VI. MISCELLANEOUS

Except as expressly stated herein or in the HIPAA Privacy Rule or Security Rule, the parties to this Agreement do not intend to create any rights in any third parties. The obligations of Business Associate under this Section shall survive the expiration, termination, or cancellation of this Agreement, and/or the business relationship of the parties, and shall continue to bind Business Associate, its agents, employees, contractors, successors, and assigns as set forth herein.

This Agreement may be amended or modified only in a writing signed by the Parties. No Party may assign its respective rights and obligations under this Agreement without the prior written consent of the other Party. None of the provisions of this Agreement are intended to create, nor will they be deemed to create any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Agreement and any other agreements between the Parties evidencing their business relationship. This Agreement shall be governed by the laws of the State of Illinois. Venue for any disputes between the parties shall lie exclusively in the Circuit Court for the 23rd Judicial Circuit, DeKalb County, Illinois. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion. The parties agree that, in the event that any documentation of the arrangement pursuant to which Business Associate provides services to Covered Entity contains provisions relating to the use or disclosure of Protected Health Information, which are more restrictive than the provisions of this Agreement, the provisions of the more restrictive documentation will control. The provisions of this Agreement are intended to establish the minimum requirements regarding Business Associate's use and disclosure of Protected Health Information.

In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement will remain in full force and Effect. In addition, in the event a party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of the HIPAA Privacy Rule or Security Rule, such party shall notify the other party in writing. For a period of up to thirty days, the parties shall address in faith such concern and amend the terms of this Agreement, if necessary, to bring it into compliance. If, after such thirty-day period, the Agreement fails to comply with the requirements of the HIPAA Privacy Rule and Security Rule, then either party has the right to terminate upon written notice to the other party.

IN WITNESS WHEREOF, the Parties have executed this Agreement on this 1st day of January 2026 to become effective as of the day and year of the effective date set forth above.

One Billing Solutions, LLC
 ("Business Associate")

City of Sycamore Dekalb County Illinois
 ("Covered Entity")

 Signature

 Signature

By: Beth Grassau

By: _____

Title: Director of Operations

Title: _____

Date: _____

Date: _____



One Billing Solutions

YOUR ONE STOP SOLUTION, FOR MEDICAL BILLING

BILLING SERVICES AGREEMENT [FIRE-EXTRICATION-HAZMAT BILLING]

THIS AGREEMENT is entered into and becomes effective on the 1st day of January, 2026 by and between One Billing Solutions, herein after referred to as “OBS” and City of Sycamore, herein after referred to as “FIRE DEPARTMENT”.

WHEREAS, OBS is engaged in the business of providing billing and collection services for fire departments; and

WHEREAS, FIRE DEPARTMENT is a public service entity providing fire suppression, rescue, extrication services, hazardous material clean up, other services related to the protection of life and property, and

WHEREAS, FIRE DEPARTMENT is compensated for its services by insurance companies for the services it provides; and

WHEREAS, FIRE DEPARTMENT, desires to engage and retain the billing services of OBS.

THEREFORE, IT IS AGREED, IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS SET FORTH HEREIN AS FOLLOWS:

1. **TERM OF THE AGREEMENT** OBS shall provide to FIRE DEPARTMENT billing services as set forth in detail below, commencing the 1st day of January 2026 and this agreement shall continue for a period of one year (the “Initial Term”) and shall, thereafter, automatically renew for successive one-year periods (each, a “Renewal Term” and together with the Initial Term, the “Term”), unless and until either Party provides the other Party with at least sixty (60) days written notice of its intent to terminate this Agreement or until earlier terminated pursuant to Section 6 hereof.
2. **BILLING SERVICES TO BE PROVIDED** OBS will provide the following billing services as authorized agent for the FIRE DEPARTMENT as follows:
 - A. Verify FIRE DEPARTMENT has provided all necessary and current documentation on each incident to be able to bill the incident charges;
 - B. Invoice all insurance carriers including, but not limited to, automobile liability carriers, homeowners, business owners, insurance carriers and public or private entities requiring the service of the FIRE DEPARTMENT;
 - C. Coordinate correspondence and reply to all inquiries from insurance companies and/or public or private entities as required;
 - D. Obtain status reports on claim processing from insurance carriers;
 - E. Provide a toll-free telephone number;
 - F. Provide customer service access during normal business hours, weekends and holidays excluded;
 - G. Provide FIRE DEPARTMENT monthly itemized details of all debit and credit transactions as well as a year-to-date statistical summary reports, all to be provided to FIRE DEPARTMENT not later

than the 15th day of the following month. No reports will be sent if there is no activity in either report;

- H. OBS provides billing services. OBS does not provide legal advice, tax advice, or other professional services other than those specified in items A through G above;
- I. OBS retains all documents produced during the billing/payment process and those provided for billing and enrollment by the FIRE DEPARTMENT. Upon request, electronic access will be granted to monthly billing reports for the FIRE DEPARTMENT for no additional fee as long as the contract is active and for a period of 2 years thereafter

3. **FIRE DEPARTMENT DUTIES**

- A. FIRE DEPARTMENT is structured and operates in accordance with local, state, and federal statutes.
- B. FIRE DEPARTMENT agrees to provide to OBS not less than on a monthly basis for each appropriate fire, each rescue/extrication, and each hazmat response, a **completed** incident report, (provided by OBS)
- C. Any changes to personnel or FIRE DEPARTMENT licensing or equipment must be reported to OBS. Any discrepancy in deposit amount, receipt of deposit, direct payments reported or other questions regarding the FIRE DEPARTMENT's monies or invoice must be reported in writing to OBS within 60 days of the date of the report. OBS is not liable or responsible for discrepancies not reported in a timely manner.
- D. FIRE DEPARTMENT is solely responsible for repaying any overpayments or recoupments sought or imposed by any carrier or payor.

4. **COMPENSATION** FIRE DEPARTMENT agrees to compensate OBS for its billing services provided above on a monthly basis in an amount equal to fifteen percent (15%) of amounts actually collected by OBS and/or FIRE DEPARTMENT. OBS shall invoice FIRE DEPARTMENT for its compensation no later than the 15th day of the following month in which payments from insurance proceeds are received and FIRE DEPARTMENT agrees to pay said invoice within 30 days.

5. **PAYMENT COLLECTION AND PROCESSING PROCEDURES** Unless otherwise agreed to in writing by the Parties, OBS shall collect and process payment collections according to the following:

- A. OBS shall provide payments on all claims in the name of the FIRE DEPARTMENT and claims payments forwarded to OBS.
- B. FIRE DEPARTMENT shall provide OBS with all relevant and necessary banking information in order to process and complete any depository transactions related to this agreement.
- C. FIRE DEPARTMENT shall provide OBS with a "Deposit Only" stamp and bank deposit slips.
- D. If applicable, OBS will endorse claims payments "For Deposit Only" to FIRE DEPARTMENT's bank and cause these claim payments to be deposited in FIRE DEPARTMENT's account not less than once a month.
- E. If applicable, FIRE DEPARTMENT has the option to sign a Direct Deposit Authorization Form to allow OBS to direct deposit claim payments directly into the FIRE DEPARTMENT's bank account, not less than once a week following the receipt of claims payments.
- F. In the event FIRE DEPARTMENT receives direct payment on any claims processed by OBS, it shall immediately notify and mail/fax a copy of direct payment along with any coordinating documentation to OBS for proper posting.
- G. Alternative payment processing procedures may be arranged by the parties, but must be in writing, signed by both parties and added to this agreement as an addendum.

6. **TERMINATION.** This Agreement may be terminated according to the following provisions:

- A. Termination Without Cause. Either party may terminate this Agreement at any time by giving the other party sixty (60) days written notice of its intent to terminate. During said 60-day period, this agreement shall continue in full force and effect and OBS shall be entitled to compensation at the rate set forth above for all billing services provided during that time.

OBS retains all documents produced during the billing/payment process and those provided for billing by the FIRE DEPARTMENT. Upon request at termination, copies may be provided to the FIRE DEPARTMENT for an additional fee.

- B. Terminate for Cause. A party shall have the right to terminate this Agreement upon written notice of such termination to the other party in the event:
- i. the business of the other party is assigned, terminated or suspended;
 - ii. a petition for bankruptcy is filed by or against the other party;
 - iii. a receiver is appointed on account of the other party's insolvency;
 - iv. breach of contract of any provision of this Agreement that the breaching party fails to cure within twenty (20) days or less.
- C. Payment of Fees After Termination. Upon any termination of this Agreement, OBS shall be entitled to receive the fees accrued and unpaid through the effective date of termination.

7. COMPLIANCE

- A. OBS will conduct its activities and operations in compliance with all state and federal statutes, rules and regulations applicable to billing activities.
- B. OBS shall not be liable for any misrepresentation, which includes false information as submitted by the affected FIRE DEPARTMENT whether inadvertent or purposeful.
- C. FIRE DEPARTMENT shall conduct its activities, operations and documentation in compliance with all applicable state and federal statutes, rules and regulations. FIRE DEPARTMENT expressly represents and warrants that it is under no legal impediment to billing or receiving reimbursement for its services.
- D. Each party is responsible for monitoring and ensuring its own compliance with all applicable state and federal laws and regulations pertaining to billing and reimbursement for its services. However, either party which becomes aware of a violation of any such state or federal laws or regulations or of a questionable claim or claim practice agrees to notify the other party in writing within thirty (30) days so the other party may appropriately address the matter.
- E. The parties recognize that this Agreement is at all times subject to applicable state, local and federal laws and shall be construed accordingly. The parties further recognize that this Agreement may become subject to or be affected by amendments in such laws and regulations or to new legislation or regulations. Any provisions of law that invalidate, or are otherwise inconsistent with, the material terms and conditions of this Agreement, or that would cause one or both of the parties hereto to be in violation of law, shall be deemed to have superseded the terms of this Agreement, and, in such event, the parties agree to utilize their best efforts to modify the terms and conditions of this Agreement to be consistent with the requirements of such laws(s) in order to effectuate the purposes and intent of this Agreement. In the event that any such laws or regulations, affecting this Agreement are enacted, amended or promulgated, either party may propose to the other a written amendment to this Agreement to be consistent with the provisions of such laws or regulations. In the event that the parties do not agree on such written amendments within thirty (30) days of receipt of the proposed written amendments, then either party may terminate this Agreement, as provided in paragraph 6 hereof.

8. INDEMNIFICATION OBS hereby agrees to indemnify and defend (with counsel reasonably acceptable to FIRE DEPARTMENT) and hold harmless FIRE DEPARTMENT from and against any

and all claims, demands or causes of action which may arise against FIRE DEPARTMENT as a result of OBS's failure to maintain proper licensure in compliance with local, state and federal departments, agencies, regulations and statutes. OBS shall further indemnify, defend (with counsel reasonably acceptable to FIRE DEPARTMENT) and hold harmless FIRE DEPARTMENT from any claims related to unauthorized disclosure or exposure of personal identifiable information or other private information caused by OBS, its employees, agents or administrators and for any misuse, damage to or harm caused by OBS as a result of its performance under the terms of this Agreement. FIRE DEPARTMENT hereby agrees to indemnify and defend (with counsel reasonably acceptable to OBS) and hold harmless OBS from and against any and all claims, demands or causes of action which may arise against OBS as a result of FIRE DEPARTMENT's failure to maintain proper licensure in compliance with local, state and federal departments, agencies, regulations and statutes. FIRE DEPARTMENT shall further indemnify, defend (with counsel reasonably acceptable to OBS) and hold harmless OBS from any claims related to unauthorized disclosure or exposure of personal identifiable information or other private information caused by FIRE DEPARTMENT, its employees, agents or administrators and for any misuse, damage to or harm caused by FIRE DEPARTMENT as a result of its use of any software programs owned or licensed by OBS to which FIRE DEPARTMENT has been granted access.

9. **MODIFICATION AND ASSIGNMENT** This agreement shall not be modified by either party unless the terms of modification of this agreement are reduced to writing and signed by both parties. Neither party may assign their right, obligations or benefits under the terms of this agreement without first obtaining the written consent of the other party, which consent shall not be unreasonably withheld.
10. **NOTICES** All notices and other communications required or permitted to be given hereunder shall be made in writing and shall be considered given and received when (a) personally delivered to the other party, (b) delivered by courier, (c) delivered by facsimile or (d) certified mail receipt is executed by an authorized representative of the party intended to receive the communication.

If to OBS:	If to FIRE DEPARTMENT:
One Billing Services, LLC 10802 Farnam Dr Omaha, NE 68154 ATTN: Beth Grassau	_____ ATTN: _____ _____ _____ _____
With a copy, by regular United States mail, postage prepaid, to:	With a copy, by regular United States mail, postage prepaid, to:
Erickson Sederstrom ATTN: Andrew Collins 10330 Regency Dr., Suite 100 Omaha, NE 68114	_____ _____ _____ _____

11. **SEVERABILITY** If any section, portion or clause of this agreement is deemed to be legally unenforceable, such unenforceability shall not invalidate the remaining provisions of this agreement and such provisions shall remain valid and enforceable against either party.

12. **CONSTRUCTION** The terms and provisions of this agreement shall be construed according to the laws of the State of Illinois
13. **GOVERNING LAW** This Agreement and any incorporated Attachments shall be construed under and shall be governed by the substantive laws of the State of Illinois and applicable federal laws. Venue for any disputes between the parties shall lie exclusively in the Circuit Court for the 23rd Judicial Circuit, DeKalb County, Illinois
14. **AMENDMENT** This Agreement or its incorporated Attachments may not be amended except upon written agreement signed by both parties.
15. **HEADINGS** The headings to the various sections of this Agreement or its incorporated Attachments have been inserted for convenience only and shall not modify, define, limit, or expand the express provisions of this Agreement or its incorporated Attachments.
16. **WAIVER** The waiver of a breach of or default under any term or provision of this Agreement or its incorporated Attachments by either party, by course of dealing or otherwise, shall not be deemed a waiver of any other or subsequent breach of or default under the same or a different provision of this Agreement or its incorporated Attachments.
17. **ENTIRE AGREEMENT** This Agreement or its incorporated Attachments constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof.

I do certify that I have read the foregoing agreement and as a representative for the above listed entity do agree to the terms listed therein. I further acknowledge that One Billing Solutions/OBS has made no promise as to how much they can collect whether implied or written.

BY SIGNING BELOW, THE UNDERSIGNED AGREE THAT THEY HAVE READ AND UNDERSTOOD THIS AGREEMENT AND THAT, INTENDING TO BE LEGALLY BOUND, HAVE EXECUTED THIS AGREEMENT THROUGH A DULY AUTHORIZED REPRESENTATIVE.

SIGNED this ____ day of _____, 2025__

One Billing Solutions, LLC

City of Sycamore
 ("Fire Department" or "Taxing Authority")

 Signature

 Signature

By: Beth Grassau

By: _____

Title: Director of Operations

Title: _____

Date: _____

Date: _____