

## **NOTICE OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING**

The special meeting of the Committee of the Whole is scheduled for  
Tuesday, February 2, 2021 beginning at 6:00 p.m.

A copy of the agenda for this meeting is attached hereto and  
can be found at [www.tinleypark.org](http://www.tinleypark.org).

### **NOTICE - MEETING MODIFICATION DUE TO COVID-19**

Pursuant to Governor Pritzker's Executive Order 2020-07, Executive Order 2020-10, Executive Order 2020-18, Executive Order 2020-32, Executive Order 2020-33, Executive Order 2020-39, and Executive Order 2020-44, which collectively suspends the Illinois Open Meetings Act requirements regarding in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, issued on June 26, 2020, the members of the Committee of the Whole may be participating in the meeting through teleconference.

A livestream of the electronic meeting will be broadcasted at Village Hall. Pursuant to Governor's Executive Order No. 2020-43 and CDC guidelines, no more than 25 people or 25% of the maximum capacity will be allowed in the Council Chambers at any one time, so long as attendees comply with social distancing guidelines. Anyone in excess of maximum limit will be asked to wait in another room with live feed to the meeting until the agenda item for which the person or persons would like to speak on is being discussed or until the open floor for public comments.

***Meetings are open to the public, but members of the public may continue to submit their public comments or requests to speak telephonically in advance of the meeting to [clerksoffice@tinleypark.org](mailto:clerksoffice@tinleypark.org) or place requests in the Drop Box at the Village Hall by noon on February 2, 2021. Please note, written comments will not be read aloud during the meeting. A copy of the Village's Temporary Public Participation Rules & Procedures is attached to this Notice.***

Kristin A. Thirion  
Clerk  
Village of Tinley Park

**VILLAGE OF TINLEY PARK  
TEMPORARY PUBLIC PARTICIPATION RULES & PROCEDURES**

As stated in Gubernatorial Executive Order 2020-07 issued on March 16, 2020 and Gubernatorial Executive Order 2020-10 issued on March 20, 2020, both extended by Gubernatorial Executive Order 2020-18 issued on April 1, 2020, all public gatherings of more than ten people are prohibited. In-person public participation is not defined as an essential activity.

The Mayor of Tinley Park is issuing the following rules for all Village Board and other public meetings in order to promote social distancing as required by the aforementioned Executive Orders and the requirements of the Open Meetings Act:

***Written Comments***

After publication of the agenda, email comments to [clerksoffice@tinleypark.org](mailto:clerksoffice@tinleypark.org). When providing written comments to be included as public participation at a public meeting, clearly identify the following in the subject line:

- The date of the meeting;
- The type of meeting for the written comments (e.g. Village Board meeting, Zoning Board of Appeals meeting, Plan Commission meeting, etc.);
- Name and any other identifying information the participant wishes to convey to the public body;
- The category of public participation (e.g., Receive Comments from the Public, Agenda Items, etc.);
- For specific Agenda Items, identify and include the specific agenda item number;
- The entire content of the comments will be subject to public release. The Village of Tinley Park is under no obligation to redact any information.

The contents of all comments will be provided to the relevant public body for their review. **Written comments will not be read aloud during the meeting. If you wish to publicly address the public body, you may request to participate via teleconference as described below.**

Comments must be submitted by 12:00 pm on the day of the meeting. However, it is strongly recommended that comments be emailed not less than twenty-four (24) hours prior to the meeting so the appropriate Board members, Commissioners, Board members, and Committee members have sufficient time to review the comments prior to the meeting.

### ***Live Public Participation During Meeting***

After publication of the agenda, those wishing to participate in a live telephone call option at a public meeting must register by 12:00 pm on the day of the meeting. A Village representative will call the participant at the relevant portion of the meeting and the participant will be allowed to participate telephonically at the meeting. To participate in a live telephone call during the meeting, a request shall be submitted by email to [clerksoffice@tinleypark.org](mailto:clerksoffice@tinleypark.org). The following information must be included the subject line:

- The date of the meeting;
- The type of meeting for the written comments (e.g. Village Board meeting, Zoning Board of Appeals meeting, Plan Commission meeting, etc.);
- Name and any other identifying information the participant wishes to convey to the public body;
- The category of public participation (e.g., Receive Comments from the Public, Agenda Items, etc.); and
- For specific Agenda Items, identify and include the specific agenda item number.

If the participant provides an email address, they will receive a confirmation email that their request has been logged. If the participant provides an email address and does not receive a confirmation email, they may call (708) 444-5000 during regular business hours to confirm the application was received.

Upon successful registration, the participant's name will be placed on an internal Village list. On the date and during relevant portion of the meeting, the participant will be called by a Village representative. The Village representative will call the provided telephone number and allow the phone to ring not more than four (4) times. If the call is not answered within those four (4) rings, the call will be terminated and the Village representative will call the next participant on the list.

The public comment should be presented in a manner as if the participant is in attendance at the meeting. At the start of the call, the participant should provide their name and any other information the participant wishes to convey. For comments regarding Agenda Items, identify and include the specific agenda item number. The participant should try to address all comments to the public body as a whole and not to any member thereof. Repetitive comments are discouraged. The total comment time for any single participant is three (3) minutes. Further time up to an additional three (3) minutes may be granted by motion. A participant may not give his or her allotted minutes to another participant to increase that person's allotted time.

**NOTICE - VILLAGE OF TINLEY PARK**  
**SPECIAL MEETING OF THE**  
**COMMITTEE OF THE WHOLE**

**NOTICE IS HEREBY GIVEN** that a special Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, February 2, 2021, beginning at 6:00 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER.
2. CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON JANUARY 26, 2021.
3. DISCUSS AGREEMENT WITH CDW FOR THE MICROSOFT PRODUCTS ANNUAL RENEWAL LICENSE.
4. DISCUSS APPROVAL OF TEMPORARY USE PERMIT FOR COVID TESTING FACILITIES:
  - a. HEMATOGENIX – 8150 185<sup>TH</sup> STREET
  - b. ROCKET TESTING – 7711 159<sup>TH</sup> STREET
5. DISCUSS BULK FUEL PURCHASE.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION, VILLAGE CLERK

**MINUTES**  
**Special Meeting of the Committee of the Whole**  
**January 26, 2021 – 6:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

President Pro Tem Glotz called the special meeting of the Committee of the Whole on January 26, 2021, to order at 6:38 p.m.

At this time, President Pro Tem Glotz stated this meeting was conducted remotely via electronic participation consistent with Governor Pritzker’s Executive Orders suspending certain requirements of the Open Meetings Act provisions relating to in-person attendance by members of a public body due to the COVID-19 pandemic. President Pro-Tem Glotz introduced ground rules for effective and clear conduct of Village business. Elected officials confirmed they were able to hear one another.

Clerk Thirion called the roll. Present and responding to roll call were the following:

Members Present:       M. Glotz, Village President Pro Tem  
                                  K. Thirion, Village Clerk  
                                  C. Berg, Village Trustee (Arrived at 6:52 pm)  
                                  W. Brady, Village Trustee  
                                  W. Brennan, Village Trustee  
                                  D. Galante, Village Trustee  
                                  M. Mueller, Village Trustee  
                                  J. Vandenberg, Village President

Members Absent:

Staff Present:           D. Niemeyer, Village Manager  
                                  P. Carr, Assistant Village Manager  
                                  L. Godette, Deputy Clerk  
                                  M. Walsh, Police Chief  
                                  F. Reeder, Fire Chief (Participated Electronically)  
                                  J. Urbanski, Public Works Director  
                                  B. Bettenhausen, Village Treasurer  
                                  H. Lipman, Management Analyst  
                                  P. Connelly, Village Attorney

Others Present:

**Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2020** – Motion was made by Trustee Mueller, seconded by Trustee Brennan, to approve the minutes of the Special Committee of the Whole meeting held on December 15, 2020. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: Berg. President Pro Tem Glotz declared the motion carried.

**Item #3 – DISCUSS VIDEO GAMING REQUEST FOR AURELIO’S PIZZA, 15901 OAK PARK AVENUE** – President Vandenberg presented the video gaming request for Aurelio’s Pizza. The petitioner, Tom Gangas of Aurelio’s Pizza, has approached the Liquor Commissioner seeking a Class AV Liquor License to add video gaming. The establishment currently has a Class A Liquor License which allows for the sale of alcoholic liquor. Aurelio’s has been in Tinley Park for over 20 years, but with the challenges restaurants have faced due to COVID-19, would like to add video gaming as an additional

revenue source. They will continue to remain a family-style restaurant. An email from Joe Aurelio was received stating a decision to allow individual Franchisees to petition for video gaming was approved at a Franchisee meeting.

Tom Gangas, Aurelio's Pizza, presented a sketch and photos showing the terminal placement. The petitioner is aware of the requirement and is willing to install a seven (7) foot separation wall. He inquired if the wall needs to be solid or if a reciprocal mirror that appears reflective on one side and transparent at the other can be used on the upper half of the wall. Also, if the bar area where the terminals will be located is deemed for adults 21 and over, can the wall be omitted.

Trustee Galante asked if any seating would be removed. Mr. Gangas stated seating was removed previously for remodeling that was not completed due to COVID. No additional seating will be removed.

Trustee Glotz stated he is fine with no wall as long as the gaming area will not be visible from the dining area. Mr. Gangas confirmed the area is not visible from the dining area. Trustees Brennan, Mueller, Galante concurred with Trustee Glotz.

Trustee Brady feels a wall should still be required but likes the idea of the reciprocal mirror.

Patrick Connelly, Village Attorney, stated the 21 and over wall requirement should be drafted into the code.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to recommend the video gaming request for Aurelio's Pizza, with the stipulation that there is no wall requirement as long as the area is restricted to those age 21 and over, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Brennan, Galante, Glotz, Mueller. Nays: Brady. Absent: Berg. President Pro Tem Glotz declared the motion carried.

**Item #4 – DISCUSS VIDEO GAMING FEES - TERMINAL OPERATOR SPLIT** – Trustee Glotz explained in the past, the Illinois Gaming Board (IGB) allowed Terminal Operators (TO's) to pay various licensing fees on behalf of the establishments, even though it is not permitted anywhere in the Illinois Video Gaming Act. Many establishments in town would split the \$1,000 per terminal renewal fees with their TO's; some establishments would pay the full fee upfront and be reimbursed by their TO, and in some instances, both the establishment and the TO would submit payment. However, moving forward, the IGB has made it known that they will no longer permit this practice as it contributes to what they call inducement. Trustee Glotz spoke with the TO's, asking if they would agree to a split fee. It was understood the TO's would be responsible for \$750 and the establishment would be responsible for \$600, per machine. Hannah Lipman, Management Analyst, explained this would shift some responsibility to the TO's and require their cooperation, and help ease the burden on establishments. Splitting the fees increases administrative work, however, the establishment's portion would assist to offset this cost. 501(c)(3) and veterans organizations establishment fee would be 400 per machine.

Trustee Galante is concerned that this violates the rules put in place to prevent fraud and is not recommended by the IGB and feels this is a bad practice. Ms. Lipman responded if the Village amended the Code of Ordinances to include a split fee structure, it is permissible. Mr. Connelly stated this is legal. Trustee Glotz added the TO and the establishment fees are separate and the TO would not reimburse the establishment therefore eliminating the inducement.

Brad Bettenhausen, Village Treasurer, noted that Fraternal organizations that fall under the 501 category may not necessarily be a 501(c)(3). Mr. Connelly stated this can be tracked in the gaming statutes.

Motion was made by Trustee Brennan, seconded by Trustee Brady, to recommend the Video Gaming Terminal Operator split, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Brady,

Brennan, Glotz, Mueller. Nays: Berg, Galante. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #5 – DISCUSS VIDEO GAMING FEE DUE TO COVID-19** – Ms. Lipman explained both Liquor Licenses and Video Gaming Licenses are renewed annually at the end of December. Liquor Licensing fees vary; Video Gaming license holders pay \$1,000 per terminal. There are 96 active Liquor Licenses - 38 of which also have active Video Gaming licenses as an additional revenue source. Most Liquor License holders received a six (6) month fee waiver in 2020, and have been extended a six (6) month waiver for 2021 as well. Video gaming fees were not waived.

The Liquor Commissioner received a few requests to reduce or waive the Video Gaming fees due to COVID after renewals were mailed out to the establishments. To date, 29 out of 38 Video Gaming license holders have already paid the fees for 2021.

Video gaming terminals were shut off by the IGB on November 20, 2020, and turned back on January 19, 2021. Given the shutoff and impacts of COVID, no late penalties have been applied to any establishment paying late or that has yet to pay.

Trustee Glotz feels as video gaming is an additional revenue source that not all businesses in the Village have, it would be unfair to waive or refund these fees. Trustee Galante concurred, noting extending the due date is an option. Trustee Glotz added the video gaming is not a business model and other discounts have already been given. He reiterated that 29 of the 38 Video Gaming license holders have already paid their fees, noting that for every refund that is less money the Village can use for services for residents. President Vandenberg stated some of the businesses that have already paid their fee did reach out regarding a refund. It is not just the unpaid businesses seeking refunds or waivers.

President Vandenberg stated some of the businesses impacted most by COVID are the restaurants and bars, adding the most recent shutdown of machines was the second shutdown. He went on to say the sum of money being discussed to help small businesses is not large, stressing the importance of the public/private partnership.

Trustee Brady feels that the Village should help as the Video Gaming is permitted to assist in the success of the business, adding when many of the businesses approached the Village for a gaming license it was to help them maintain their presence in Tinley Park.

Trustee Brennan stated he is leaning towards pro-ration of fees adding the Village has measures in place so that gaming is not the primary revenue for a business. Trustee Mueller concurs.

Motion was made by Trustee Glotz, seconded by Trustee Galante, to recommend extending the due date of Video Gaming License Fees to March 1, 2021. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. Abstain: Berg. President Pro Tem Glotz declared the motion carried.

**Item #6 – DISCUSS MEMORANDUM OF AGREEMENT BETWEEN THE COOK COUNTY DEPARTMENT OF PUBLIC HEALTH AND THE VILLAGE OF TINLEY PARK TO UTILIZE THE TINLEY PARK CONVENTION CENTER TO PERFORM EMERGENCY PUBLIC HEALTH ACTIVITIES IN RESPONSE TO THE COVID-19 PANDEMIC** – Pat Carr, Assistant Village Manager, presented a Memorandum of Agreement between the Cook County Department of Public Health (CCDPH) and the Village of Tinley Park. CCDPH would like to utilize the Village-owned Tinley Park Convention Center to perform emergency public health activities in response to the COVID-19 pandemic. This will be the first mega pod in the State. Administration of the vaccine started January 26, 2021, and will continue until further notice.

Trustee Brady asked that the number of vaccines administered be relayed to the Board.

All Trustees are glad the Village can help in this effort. Trustee Brennan added Cook County President Toni Preckwinkle was looking for a facility with a parking lot that could accommodate a large number of people. The Convention Center has that capability thanks to former Village President Zaborocki and his team.

Motion was made by Trustee Berg, seconded by Trustee Brennan, to recommend the Memorandum of Agreement between the Cook County Department of Public Health (CCDPH) and the Village of Tinley Park, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #7 – DISCUSS RENEWING A CONTRACT WITH MERIDIAN IT, INC. FOR DATA CENTER INTERFACE** – Mr. Carr presented the quote from Meridian IT for an interface to centrally manage both Village data centers. This is part of the Villages Disaster Recovery Plan. The cost for this service is \$22,549.63 and is included in the current year's budget.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to recommend renewing a contract with Meridian IT, Inc. for data center interface, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #8 – DISCUSS MEMORANDUM OF UNDERSTANDING (MOU) FOR FIRING RANGE WITH THE ILLINOIS STATE POLICE** – Matt Walsh, Police Chief, presented the MOU. The Police Department wishes to enter into a Memorandum of Understanding with the Illinois State Police (ISP) District #5 for the use of their range. This is a covered, outdoor range with several different targeting systems (pistol, shotgun, and rifle) and training room. Use of this range is necessary for our officers to continue to develop their firearms competence. The ISP Commander will determine the termination date. There is no fee for use of the range.

Motion was made by Trustee Brennan, seconded by Trustee Brady, to recommend the Memorandum of Understanding for firing range with the Illinois State Police, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #9 - RECEIVE COMMENTS FROM THE PUBLIC** –

A resident commented on the Video Gaming licensing fee.

Laura Godette, Deputy Village Clerk, stated there was no written comment or request to speak telephonically.

Motion was made by Trustee Berg, seconded by Trustee Brady, to adjourn the Committee of the Whole. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the meeting adjourned at 7:25 p.m.

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# Interoffice Memo

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**Date:** January 28, 2021

**To:** Village Board

**From:** Pat Carr, Asst. Village Manager

**CC:** Dave Niemeyer, Village Manager

**Subject:** Microsoft Products Annual Renewal

Attached is a quote from our provider CDW for an annual renewal of the Village's Microsoft product suite. This is part of the Villages Annual Software Renewal program. The cost for this service is \$73,307.47 and included in current year budget.

Requesting approval to execute renewal agreement with CDW.

# QUOTE CONFIRMATION



**DEAR DENNIS MALESKI,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LVJJ224	12/21/2020	VTP-017573	255628	<b>\$73,307.47</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">MS EA CORE CAL SA UCAL SLG</a> Mfg. Part#: W06-00446-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	420	2084659	\$47.80	\$20,076.00
<a href="#">MS EA Q365 E3 GCC P/USER</a> Mfg. Part#: AAA-11894-12-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	5	3753337	\$217.59	\$1,087.95
<a href="#">MS EA M365 APPS 4 ENT SUB P/USER GOV</a> Mfg. Part#: 3WS-00001-12-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	410	3392242	\$118.68	\$48,658.80
<a href="#">MS EA EXCH ENT CAL SA</a> Mfg. Part#: PGI-00270-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	20	2877878	\$23.90	\$478.00
<a href="#">MS EA WIN SVR DCCORE SA MVL</a> Mfg. Part#: 9EA-00278-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	24	4354663	\$125.28	\$3,006.72
<a href="#">MS EA SQL SRV STD CORE SA</a> Mfg. Part#: 7NQ-00292-SLG Electronic distribution - NO MEDIA Contract: Standard Pricing	2	2716749	\$0.00	\$0.00

PURCHASER BILLING INFO	SUBTOTAL	\$73,307.47
<b>Billing Address:</b> VILLAGE OF TINLEY PARK ACCOUNTS PAYABLE 16250 OAK PARK AVE TINLEY PARK, IL 60477-1600 Phone: (708) 532-7700 Payment Terms: NET 30-VERBAL	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$73,307.47</b>
	<b>DELIVER TO</b>	Please remit payments to:



# Interoffice Memo

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**Date:** February 2, 2021

**To:** Dave Niemeyer, Village Manager

**From:** Kimberly Clarke, AICP  
Community Development Director

**Subject:** Temporary Use Permit for Drive-Thru COVID-19 Testing  
Rocket Testing, 7711 159<sup>th</sup> Street

## BACKGROUND

A recent text amendment to the Zoning Ordinance was approved that allows for “Emergency and Disaster-Related” temporary uses at the December 15, 2020 Village Board meeting. This use allowance was created in response to the need and demand for COVID-19 testing locations but also allows flexibility for other uses needed in an emergency. All temporary uses are reviewed by Village staff for code compliance and public safety with a recommendation supplied to the Village Board. The approval is subject to a specific site and operations plan as presented to the Board and the approval can be conditioned in any way that would control negative external effects. The time limit of the use is set by the Village Board but limited in its duration and less than one year. Various considerations are reviewed depending upon the specific use and location. Temporary uses can be repealed as well if they are no longer required, do not comply with the approved plans, or follow the required conditions.

## DISCUSSION

The proposed temporary use would be COVID-19 testing location operated by Rocket Testing (<https://rockettesting.com>), at 7711 159<sup>th</sup> Street. The site is currently occupied by a two-story office building occupied by an attorney’s office and radiology office. Rocket Testing currently operates COVID-19 testing at 12 other temporary testing locations in the Chicagoland area and has experience opening and operating these facilities.

The location will have a site layout based on the site plan below. It has one drive-thru lane with approximately 10-11 stacking spaces along with a trailer, generator, and port-a-john bathroom located on the site. The testing location would not use interior building space. Testing usually only takes a couple of minutes to check-in customers and complete the test. Due to the limited on-site stacking and to avoid any potential backups, the Petitioner has agreed to complete it by

appointment only. The Fire and Building Departments have completed an initial safety review of the site plan and will give final approval with the building permits when submitted.

If the Village Board believes the temporary use is required, staff has recommended the following conditions:

- The approval is for 6 months;
- Permits are required to be submitted and approved for the tent, trailer, electrical, and temporary signage;
- Testing shall be appointment-only to be able to plan for and monitor traffic;
- A staff member must be on-site to monitor and manage traffic to avoid and stacking backups off-site;
- Testing will be closed if stacking occurs off-site onto neighboring properties or roadways;
- The generator shall be placed as far away from the neighboring residential along the southern property line as possible.

### SITE PLAN/LAYOUT



### RECOMMENDATION

Approve the temporary use permit for temporary COVID-19 testing for Rocket Testing at 7711 159<sup>th</sup> Street for six (6) months with the conditions recommended by staff in this memo. Staff will review their permit application submittals and monitor the site to ensure all conditions are met.

## **Rapid Testing Solutions, dba "Rocket Testing" - Covid testing site plan and overview**

### **Objective and overview**

Rocket Testing has emerged as the premier leader in Covid testing in Chicagoland. We are able to provide rapid testing with results in approximately 15 minutes, to underserved parts of Chicagoland where the only alternative is PCR lab testing which can take 7-14 days to get results. We are using the BD Veritor testing system which is the best and most reliable rapid Covid testing system on the market. We have developed a very efficient online scheduling process along with a fast on-site check-in. The actual testing is done by a nasal swab takes less than 30 seconds per person to test so wait time is minimal, without excessive lines of cars waiting to be tested. Each site has 4-6 technicians working each day with a site manager and an area manager overseeing the sites. We are using licensed, bonded and insured contractors to set up the equipment needed and we're obtaining all necessary permits from the city and fire dept. As of the end of December 2020, we have 6 sites open including two regional shopping malls and a minor league baseball stadium, with several additional sites underway. Rocket Testing is state-certified as a licensed laboratory, to perform rapid Covid testing. Each site obtains a CLIA lab certificate which is how the state of IL grants permission to do Covid testing. We also report our results to the state of IL in real time, to comply with the I-NEDDS reporting process.

The goal of Rapid Testing Solutions is to provide Covid 19 testing in communities where testing is currently underserved as the public and private resources are over capacity to help take the burden off state run facilities. Throughout the summer and going into fall of 2020, community testing facilities have been unable to effectively keep up with the demand for Covid testing, forcing long wait times to get tested and to get results. Also many private testing facilities are indoors which creates a separate public health concern of spreading the virus. Thousands of people in Illinois seek to get tested every day but they either don't know where to go, don't want to wait in long lines to get tested, or have been denied testing if they don't have qualifying symptoms. Rapid Testing Solutions will address all of these issues by providing outdoor, safe, comprehensive and convenient drive up covid testing with results in 15 minutes. These locations will be much lower volume of patients to be tested than a traditional state run facility; we will test 50-90 patients per day as compared to 500+ per day at a state facility, and since we will be doing testing by appointment spread apart approximately 5 minutes, we will never have traffic issues getting in or out of the testing location or lines of vehicles waiting to get tested. Rocket Testing is fully insured with \$5 million in liability coverage. We adhere to all CDC and WHO guidelines and we practice an extremely safe sanitizing process between each person we test.

### **Rapid Testing Solutions' current locations**

- Schaumburg Boomers stadium / Wintrust Field

- Carol Stream - Jewel shopping center at Army Trail and County Farm rds
- Vernon Hills - Hawthorn Mall
- Aurora - Fox Valley Mall
- Crystal Lake - 487 W. Virginia
- Prospect Heights - Prospect Crossings shopping center - Rand Rd. and Thomas St.

### **Overview of the testing process**

- Patients reserve an appointment for a test using our “Solv” scheduling system. If we have any remaining un-reserved slots, we may offer them on a first come first served basis to people on the spot, but at no time will we allow lines of cars to wait to be tested.
- When patients arrive, they will stay in their car and simply drive up to the tent where the staff will verify their name, and then the test will be administered. The testing is a nasal swab test and takes approximately 1 minutes to administer and complete. Once completed it takes us 15 minutes to process the test and to get results. Patients are welcome to wait in a parking spot for 15 minutes or we can call them with their results.

### **Site setup**

- The site is fully self-sustaining and doesn't require any external shelter or electricity
- We will have the following equipment
  - 20'x 30' portable drive through event tent
  - Diesel Generator
  - Lighting and electric which will be set up by a licensed electrician
  - Portable heater to heat the inside of the tent
  - 3 propane tanks, barricaded by concrete blocks
  - Traffic cones and directional signage as needed
  - 1 Porta-potty (if permitted by site management)
  - 1 small dumpster (if permitted by site management)

### **Testing to be performed**

- Covid 19 rapid test from BD Veritor (15 minute results). This will be done on the spot and results will be reported to the patient in person or by phone.

### **Licensing, state approval, reporting, insurance etc...**

- The BD Veritor Rapid Covid is fully licensed and approved
- All locations will be CLIA waived meaning we are approved to do Covid testing at that location
- We report results of every test we perform to the state of IL via their reporting system
- We are fully insured with \$5 million in liability coverage and we indemnify the landlord and we can do the same for the city if requested.
- We have worker's comp insurance for any incident that may happen on site.

**Payment, documentation and reporting**

- Payment is collected by credit card on site.

**Hours of operation**

- Testing will be performed 7 days per week, from 8am to 5pm with appointments spaced out approximately every 5 minutes. We typically test 12 people per hour so patients would schedule in advance and remaining unreserved spots will be offered on a first come first served basis. We will not allow lines of cars to wait for tests. At most we will have 4-5 cars waiting to be tested at any given time.

**Traffic and patient volume**

- These locations will be much lower volume than a traditional state run facility; we will test 50-90 patients per day as compared to 500+ per day at a state facility.

**Safety**

- Workers will wear CDC and WHO prescribed protective gear including gown, face shield, mask, goggles, and gloves. We will have a thorough *donning and doffing* protocol and process (putting protective gear on and taking it off).

**Tent safety**

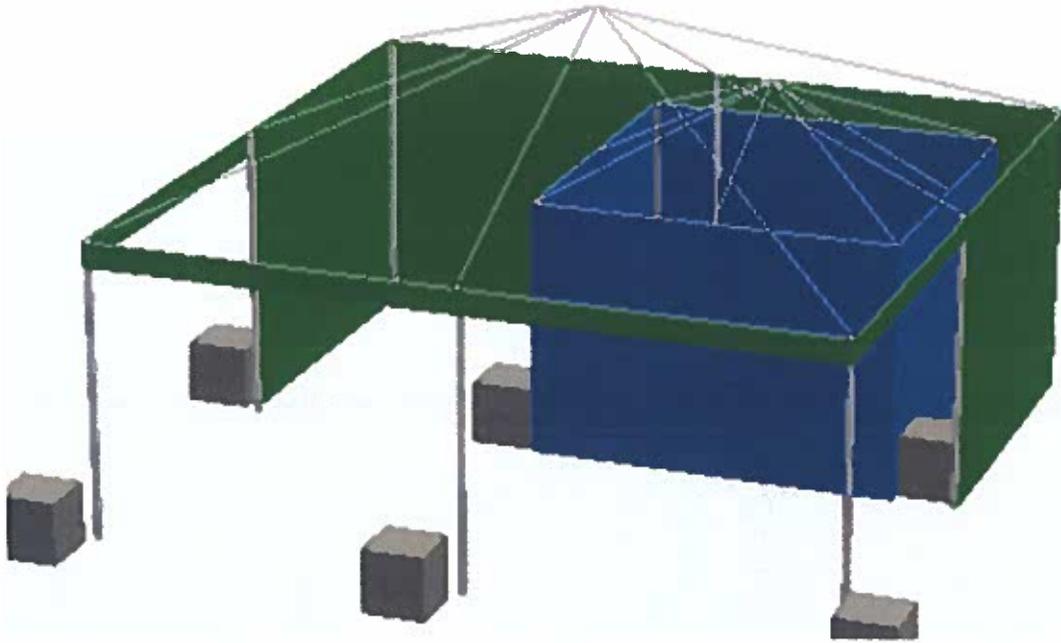
- Tents are made of flame retardant vinyl and we can provide certificates of flame resistance. Tents are held down using 300 lb blocks. We do not stake the tents into the ground.
- Electrical work is performed by a licensed and insured electrician and we will apply for a permit for this electrical work.

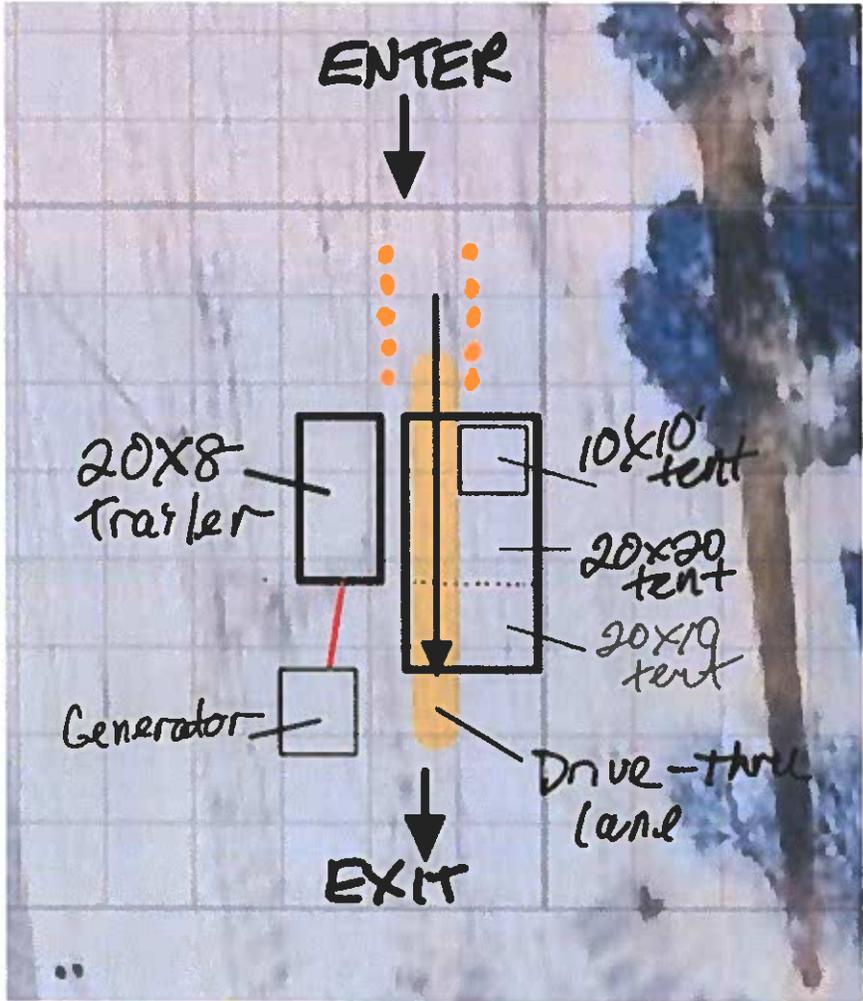
**Restrooms**

- Although on site restrooms will not be available, this is a mobile outdoor drive up facility. Patients will not need to get out of their cars. Workers will take meal and restroom breaks off site as needed.



*This is from our Schaumburg site located at Schaumburg Boomers/ Wintrust Field.*





Sample site photos and setup



# Interoffice Memo

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**Date:** February 2, 2021

**To:** Dave Niemeyer, Village Manager

**From:** Paula Wallrich, AICP, Planning Manager

**Cc:** Kimberly Clarke, AICP, Community Development Director

**Subject:** Temporary Use Permit for Drive-Thru COVID-19 Testing  
Hematogenix, 8150 185<sup>th</sup> Street

## BACKGROUND

A recent text amendment to the Zoning Ordinance was approved that allows for “Emergency and Disaster-Related” temporary uses at the December 15, 2020 Village Board meeting. This use allowance was created in response to the need and demand for COVID-19 testing locations but also allows flexibility for other uses needed in an emergency. All temporary uses are reviewed by Village staff for code compliance and public safety with a recommendation supplied to the Village Board. The approval is subject to a specific site and operations plan as presented to the Board and the approval can be conditioned in any way that would control negative external effects. The time limit of the use is set by the Village Board but limited in its duration and less than one year. Various considerations are reviewed depending upon the specific use and location. Temporary uses can be repealed as well if they are no longer required, do not comply with the approved plans, or follow the required conditions.

## DISCUSSION

The proposed temporary use would be COVID-19 testing location operated by Hematogenix ([www.test4covid.net](http://www.test4covid.net)), at 8150 185<sup>th</sup> Street. Hematogenix is a laboratory business that was in operation prior to COVID-19 and started COVID test analysis at this location soon after the pandemic began. However, they found a natural progression to providing their own testing as well on-site which provides quick and efficient results for its patients.

The location has been operating for about 3 months. It has two drive-thru testing lanes with approximately 12-13 stacking spaces. They have one lane that is largely an express lane and a second lane that is dedicated to vehicles that may have more than one person being tested with longer wait times. Below please find the proposed layout.

Testing usually only takes a couple of minutes to check-in customers and complete the test. It has operated as an appointment only facility to avoid issues with stacking and traffic problems. They plan to continue with operating in this manner.. The Fire and Building Departments have completed an initial safety review of the site plan and will give final approval with building permit review..

If the Village Board believes the temporary use is required, staff has recommended the following conditions:

- The approval is for 6 months;
- Permits are required to be submitted and approved for the tent, trailer, electrical, and temporary signage;
- Testing shall be appointment-only to be able to plan for and monitor traffic;
- A staff member must be on-site to monitor and manage traffic to avoid and stacking backups off-site;
- Testing will be closed if stacking occurs off-site onto neighboring properties or roadways;

### SITE PLAN/LAYOUT



### RECOMMENDATION

Approve the temporary use permit for temporary COVID-19 testing for Hematogenix at 8150 185th Street for six (6) months with the conditions recommended by staff in this memo. Staff will review their permit application submittals and monitor the site to ensure all conditions are met.

**VILLAGE OF TINLEY PARK, ILLINOIS  
TEMPORARY USE PERMIT APPLICATION**

**This application must be completed in full and returned to the Village of Tinley Park Building Department**  
Please provide information for all categories below. Please note that this application is not a Certificate of Occupancy which requires final occupancy once all conditions have been met.

**ADDRESS OF PROPERTY:** 8150 W 185th St, Tinley Park, IL 60487 Suite/Unit # A

**PROPOSED USE OF PROPERTY:** COVID-19 Collection Site. 2 X Steel Containers to allow for drive thru and sample collection.

**ZONING OF THE PROPERTY:** Commercial

**APPLICANT INFORMATION:**

Name: Mohamad AIMasri	
Mailing Address: 8150 W 185th St, Suite A, Tinley Park, IL 60487	
Phone (Primary) 708-337-3838	Phone (Secondary)
Email: malmasri@hematogenix.com	Fax:

**CURRENT PROPERTY OWNER INFORMATION**

Name: AISHam Enterprises LLC	
Mailing Address: 8150 W 185th St, Tinley Park, IL 60487	
Phone (Primary) 708-337-3838	Phone (Secondary)
Email: malmasri@hematogenix.com	Fax:

**MANGEMENT COMPANY INFORMATION (if applicable)**

Name: NA	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

**INSPECTION CONTACT INFORMATION:**

Name of Person to Contact for Inspections: Mohamad AIMasri	
Contact's Affiliation with Business Owner or Property Owner: Both	
Phone (primary) 708-337-3838	Email: malmasri@hematogenix.com

### SITE INFORMATION

Term of temporary use: \_\_\_\_\_

Square Footage of entire building: \_\_\_\_\_

Square Footage of interior space to be used by the temporary use: \_\_\_\_\_

Will there be modifications to the interior of the building?  No  Yes (permits required)

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Will there be modifications to the exterior of the building?  No  Yes (permits required)

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Will there be modifications to the lighting on the property?  No  Yes (permits required)

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Will there be any outdoor space used by the temporary use (outdoor storage, parking, loading)?  No  Yes

If yes, please describe how the outdoor space will be used and provide a site plan depicting the area to be used (including dimensions and total area)

2 containers placed in the parking lot allowing for drive-thru COVID-19 collection site. Please find site plan attached.

Total Number of Parking Spaces in entire lot: 63

Number of Accessible Parking Spaces in entire lot: 41

Will there be modifications to the parking lot?  No  Yes (permits required)

Will there be modifications to the landscaping on the site?  No  Yes (permits may be required)

Will the temporary use occupy any parking spaces?  No  Yes (how many? 22)

Will temporary signage be erected on the site?  No  Yes (temporary sign application required)

### OPERATIONS INFORMATION

Hours of operation: \_\_\_\_\_

Will there be deliveries made to the site?  No  Yes

If yes, please describe kind of delivery vehicle and frequency of deliveries (Please provide a dimensioned site plan noting truck route)

\_\_\_\_\_  
\_\_\_\_\_

Will there be outdoor storage of vehicles overnight?  No  Yes

If yes: Number of Vehicles \_\_\_\_\_ Weight type \_\_\_\_\_ Plate type of vehicles \_\_\_\_\_

#### OFFICE USE ONLY:

INSPECTION DATE: \_\_\_\_\_

INSPECTION REPORT SENT TO APPLICANT: \_\_\_\_\_ (Date)

RE-INSPECTION DATE: \_\_\_\_\_  Pass  Fail

CERTIFICATE OF OCCUPANCY ISSUED:

TERM OF TEMPORARY USE: \_\_\_\_\_

**BEFORE signing, please insure that ALL Requested Information Above is Provided. Incomplete Forms cannot be accepted.**

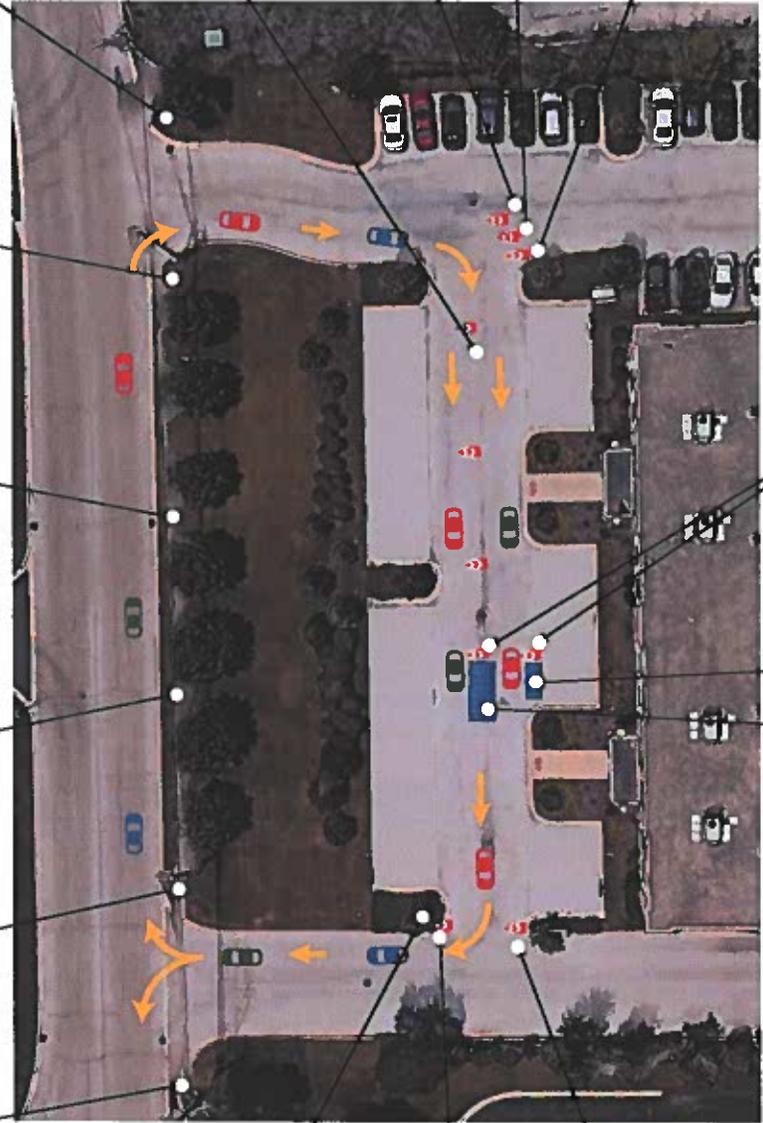
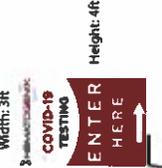
Applicant Printed Name: Mohamad AIMasri

Applicant Signature:  Date: 1/18/2021

Please list attachments here:

- Site Plan (dimensioned and drawn to scale)
- Plat of Survey
- Exterior Elevations if changes are proposed







# Interoffice Memo

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**Date:** January 29, 2021

**To:** Village Board

**From:** Pat Carr, Asst. Village Manager

**CC:** Dave Niemeyer, Village Manager

**Subject:** Bulk Fuel Purchase

Discuss issuing a Bulk Fuel RFP for the Village fuel supply of gasoline and diesel. Currently the Village utilizes Warren Oil for bulk fuel which has been very successful in keeping fuel prices below consumer rates.