

Special City Council Meeting – Virtual Meeting Details

For those who are unable to attend, recordings of any virtual City Council Meetings will be posted to our [YouTube Channel](#).

Cisco WebEx hosts the virtual Council Chamber. Join the meetings using the information shown below.

Visit the [City Council Meeting page](#) to view the agenda for upcoming meetings.

A Special City Council meeting is scheduled for **7:00 AM – 8:00 AM** on **Wednesday, May 28, 2025**.

May 28, 2025, Virtual Meeting Details: Special City Council Meeting

At no sooner than 6:50 am, visit the Cisco WebEx meeting site by clicking the link below.

<https://bit.ly/MattoonCC052825>

Meeting number (access code): 2554 802 3724
Meeting password: 20819

Additional Instructions

Join meetings by telephone by **dialing 415-655-0001** and use the **meeting number** and **password** shown above.

Participants may be muted when initially connected to the meeting.

If using a phone to call in, you can press ***6** to unmute and mute yourself when public comment is invited.

If you wish to be heard during the public comment portion of the meeting or wish to comment during the discussion period on an open motion, you need to send your comments in advance to the City Clerk's office. Your comments will be read into the record, or you will be called upon to speak at the appropriate time. Contact the City Clerk's office before 4:00 p.m. on the day of the meeting by calling 217-235-5655 or by sending an email message to cityclerk@mattoonillinois.org. NOTE: All those speaking during the meeting must first identify themselves by providing their full name for the record.

**CITY OF MATTOON, ILLINOIS
SPECIAL CITY COUNCIL AGENDA**

May 28, 2025

7:00 A.M.

7:00 A.M. BUSINESS MEETING

Pledge of Allegiance

Roll Call

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

This portion of the City Council meeting is reserved for persons who desire to address the Council. The Illinois Open Meetings Act mandates that the City Council may NOT take action on comments received on matters that have not been identified on this agenda, but the Council may direct staff to address the topic or refer the matter for action on the agenda for another meeting. Persons addressing the Council are requested to limit their presentations to three minutes and to avoid repetitious comments. We would also ask you to state your name and address for the record as well as stand when speaking.

NEW BUSINESS

1. Motion – Adopt Special Ordinance No. 2025-1962: Approving a Memorandum of Understanding (MOU) between the City of Mattoon and the IAFF providing for a 35-mile residency clause; and authorizing the mayor to sign the MOU.

2. Motion – Adopt Special Ordinance No. 2025-1963: Granting a Special Use for a Tier I Short-Term Rental located at 1112 Unique Court. Petitioner: Brenda Wofford 07-2-15691-000

Discussion and determination of objectives over the next six months for the City Manager.

Adjourn.

NEW BUSINESS:

1.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1962

AN ORDINANCE APPROVING A MEMORANDUM OF UNDERSTANDING (“MOU”) BETWEEN THE CITY OF MATTOON AND THE MATTOON FIREFIGHTERS ASSOCIATION LOCAL 691 REGARDING RESIDENCY OF UNIT EMPLOYEES REQUIRED TO BE WITHIN 35 MILES OF THE CORPORATE BOUNDARIES OF THE CITY OF MATTOON.

WHEREAS, the City of Mattoon (hereinafter “City”) entered into a Collective Bargaining Agreement (hereinafter “CBA”) with the Mattoon Firefighters Association Local 691 (hereinafter “Firefighters”) on May 2, 2023 which remains in effect until a successor contract is approved; and,

WHEREAS, the City and the Firefighters agree to amend the residency provision of the CBA, until the parties execute a new CBA, through a MOU; and

WHEREAS, said MOU is to provide a temporary amendment of the parties’ collective bargaining agreement with regard residency requirements; and,

WHEREAS, the City and Firefighters have drafted said MOU to memorialize the terms of their agreement.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, A MUNICIPAL CORPORATION, as follows:

Section 1. The City Council hereby approves and ratifies the Memorandum of Understanding (“MOU”) attached hereto as Exhibit “A” and incorporated herein by this reference.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this 28th day of May, 2025, by a roll call vote, as follows:

AYES (Names):

NAYS (Names):

ABSENT (Names):

Approved this 28th day of May, 2025.

Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Dan C. Jones, City Attorney

Recorded in the Municipality's Records on _____05-28_____, 2025.

**MATTOON CONTRACTUAL MEMORANDUM OF UNDERSTANDING BETWEEN
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 691 AND THE CITY OF MATTOON**

This Memorandum of Understanding ("MOU") is hereby made and entered into by and between the International Association of Firefighters Local 691 (hereinafter the "Union"), and the City of Mattoon (hereinafter the "Employer").

The purpose of the MOU is to provide a temporary variance of the parties' collective bargaining agreement with regard solely to the residency requirements.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Article 20 Residency

Employees shall reside within 35 miles of the corporate boundaries of the City of Mattoon.

The expansion of the residency requirement will become effective upon the signing of this Letter of Agreement and shall expire with the end of this contract or April 30, 2026. It shall not be considered the status quo when entering into negotiations and/or interest arbitration, shall not set precedent or be used for any reason whatsoever, shall not be admissible or relevant to any enforcement action.

After April 30, 2026, Shall revert to previous contract language:

Employees shall reside within 20 miles of the corporate boundaries of the City of Mattoon. New employees of the Fire Department will have a period of 18 months from the date of hire to comply with the residency requirement

Bart Owen, President Local 691

City Manager, City of Mattoon

Date: _____

Date: _____

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1963

AN ORDINANCE GRANTING A SPECIAL USE FOR A TIER I SHORT-TERM RENTAL IN THE CITY OF MATTOON, COLES COUNTY, ILLINOIS

WHEREAS, Brenda Wofford, presented a Petition to the City Clerk for a Special Use Permit, which Petition requests that a new property be utilized for a Short-Term Rental, which is a Special Use pursuant to City Ordinance 2015-5377, passed 5-5-2015, sections 159.45 and 159.46; and,

WHEREAS, petitioner is the owner of the property commonly described as 1112 Unique Court. Pin Number: 07-2-15691-000: Legal Description: LOT 13 PHASE II OF THE MEADOWS SUBD; and,

WHEREAS, a Public Hearing on said Special Use for a ‘Short-Term Rental’ was held before the Mattoon Planning and Zoning Commission on April 22nd, 2025; and,

WHEREAS, said Petition was not recommended for approval by the Mattoon Planning and Zoning Commission at said Public Hearing on April 22, 2025; and

WHEREAS, the City Council of the City of Mattoon, Coles County, Illinois, has determined, that the public interest will be served by allowing for such a Special Use.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, A MUNICIPAL CORPORATION, as follows:

Section 1. Pursuant to enabling authority provided at Section §159.45 and 159.46 of the Mattoon Code of Ordinances, the property as legally described above, shall be granted a Special Use Permit for a ‘Short-Term rental’; and,

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective immediately.

Upon motion by _____, seconded by _____, adopted this 28th day of May, 2025, by a roll call vote, as follows:

AYES (Names):

NAYS (Names):

ABSENT (Names):

Approved this 28th day of May, 2025.

Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Dan C. Jones, City Attorney

Recorded in the Municipality's Records on _____ 05-28, 2025.

RECEIVED

PETITION FOR SPECIAL USE ~~(EXAMPLE)~~

NOV 20 2024

STATE OF ILLINOIS)
COUNTY OF COLES)
CITY OF MATTOON)

OFFICE OF THE CITY CLERK
MATTOON, ILLINOIS

1. The undersigned Petitioners, being the property owners of the area for which amendment to the Zoning Ordinance is sought, hereby petition for a **Special Use** within the City of Mattoon, Coles County, Illinois, in compliance with Section 5 and Section 18 of said Ordinance No. 96-4835.
2. The undersigned Petitioners respectfully request a Special Use for the property described as: **THE MEADOWS SUBD PHASE II LOT 13 NW 1/4 SEC 23 T12N R07E.** Commonly Known As: **1112 Unique Court, Mattoon, IL 61938 and 07-2-15691-000.**
3. The requested Special Use is for **"Boarding and Lodging House" for AirBnB and VRBO.**
4. Granting this Special Use will **assist visitors with a place to stay when attending events at the new sports complex or other attractions in the area.**
5. Granting this variance will not adversely affect the character of the surrounding area or impair property values.

WHEREFORE, the Petitioners request that this petition be placed on file in the Office of the City Clerk of Mattoon, Coles County, Illinois; that it be set for public hearing in accordance with the city ordinance, and that prescribed notices be given. Upon hearing, Petitioners request the variance be granted as described above.

Dated this 19 day of [Month, Year].

Nov

2024

Petitioner(s)

Bula Waffel

APPRAISAL OF



LOCATED AT:

1112 Unique Ct
Mattoon, IL 61938

FOR:

Washington Savings Bank
1111 Charleston Ave
Mattoon, IL, 61938

BORROWER:

Brenda Wofford

AS OF:

May 11, 2021

BY:

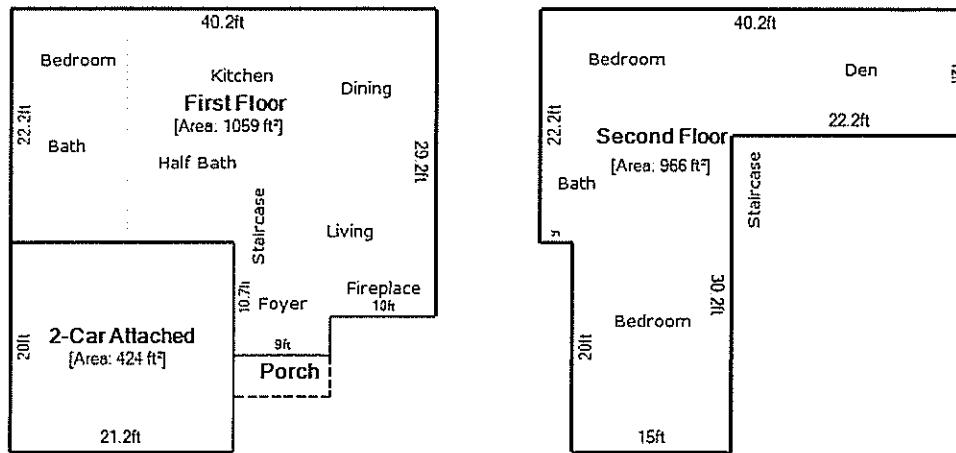
Eric B Hendrickson, IL Cert Res RE Appr

Borrower: Brenda Wofford		File No.: 05210006
Property Address: 1112 Unique Ct		Case No.:
City: Mattoon	State: IL	Zip: 61938
Lender: Washington Savings Bank		

FLOORPLAN SKETCH

Borrower: Brenda Wofford	File No.: 05210006
Property Address: 1112 Unique Ct	Case No.:
City: Mattoon	State: IL Zip: 61938
Lender: Washington Savings Bank	

Sketch



12 ft

Living Area		Area Calculation			
First Floor	1058.74 ft²	First Floor			
Second Floor	966 ft²	22.2ft x 40.2ft	x 1.00 =	892.44 ft²	
Nonliving Area		10ft x 7ft	x 1.00 =	70 ft²	
2-Car Attached	424 ft²	9ft x 10.7ft	x 1.00 =	96.3 ft²	
Porch	36 ft²	Second Floor			
		20ft x 15ft	x 1.00 =	300 ft²	
		22.2ft x 12ft	x 1.00 =	266.4 ft²	
		18ft x 22.2ft	x 1.00 =	399.6 ft²	
Total Living Area (rounded):		2025 ft²			

No AMC
Washington Savings Bank
1111 Charleston Ave
Mattoon, IL, 61938

File Number: 05210006

In accordance with your request, I have appraised the real property at:

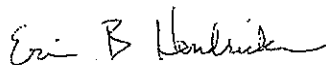
1112 Unique Ct
Mattoon, IL 61938

The purpose of this appraisal is to develop an opinion of the market value of the subject property, as improved.
The property rights appraised are the fee simple interest in the site and improvements.

In my opinion, the market value of the property as of May 11, 2021 is:

\$200,000
Two Hundred Thousand Dollars

The attached report contains the description, analysis and supportive data for the conclusions,
final opinion of value, descriptive photographs, limiting conditions and appropriate certifications.



Eric B Hendrickson, IL Cert Res RE Appr

Nothing follows