



CLINTON CITY COUNCIL WORK SESSION AGENDA

2267 N 1500 W Clinton, UT 84015

January 27, 2026

This meeting may be attended electronically by one or more members.

6:00 PM WORK SESSION

1. Discussion on the Clinton City Heritage Days Name
2. Continued Discussion on the City Council Rules of Order and Procedure
3. Department Head Reports

ADJOURN

Dated the 20th day of January, 2026
s/Lisa Titensor, Clinton City Recorder

- *Supporting documentation for this agenda is posted on the Clinton City website at www.clintoncity.com and on the Utah Public Notice Website www.utah.gov/pmn*
- *In compliance with the American with Disabilities Act, individuals needing special accommodation (including auxiliary communicative aids and service) during the meeting should notify Lisa Titensor, City Recorder, at (801) 614-0700 at least 24 hours prior to the meeting.*
- *This meeting may involve electronic communications for some members of this public body. The anchor location for the meeting shall be the Clinton City Council Chambers at 2267 N 1500 W Clinton UT 84015. Elected Officials at remote locations may be connected to the meeting electronically to participate.*
- *Notice is hereby given that by motion of the Clinton City Council, pursuant to Utah State Code Title 52, Chapter 4 sections 204 & 205, the City Council may vote to hold a closed session for any of the purposes identified in that Chapter.*
- *The order of agenda items may change to accommodate the needs of the city council, staff and/or public*

CLINTON CITY COUNCIL STAFF REPORT

2267 N 1500 W, Clinton, UT 84015

MEETING DATE:	January 27, 2026
WORK SESSION	#1
PETITIONER(S):	Brooke Mitchell – Parks and Recreation Director
SUBJECT:	Name Change from “ Heritage Days ” to “ Clinton Days ”

FISCAL IMPACT:

There would be minimal fiscal impact with this change. Updates to signs, marketing materials and digital platforms would take place as part of the normal annual preparation for the celebration.

SUMMARY:

The proposed name change is intended to reflect the nature of the celebration, which is to celebrate being a part of the Clinton City Community.

Key considerations include:

- The summer celebration has been known by several names over the years. Before it was named “**Heritage Days**” it was called “**Fun Days**”.
- Many community members and vendors already refer to the event as “**Clinton Days**” in conversations we have with them and on social media.
- Many other Cities in Utah, including our neighboring city Syracuse calls their city celebration “**Heritage Days**” and a name change would set us apart and stop any confusion residents, visitors and vendors have with us using the same name.
- The current celebration does not represent Clinton’s heritage of agricultural and farming.

RECOMMENDATION:

It is recommended that the City Council approve renaming the City’s summer celebration from “**Heritage Days**” to “**Clinton Days**”.

ATTACHMENTS:

None

CLINTON CITY COUNCIL STAFF REPORT

2267 N 1500 W, Clinton, UT 84015

MEETING DATE:	January 27, 2026
WORK SESSION	#2
PETITIONER(S):	Mayor Dougherty
SUBJECT:	Rules of Order for the Clinton City Council

FISCAL IMPACT:

SUMMARY:

This item was initially addressed during the January 13, 2026 City Council meeting. The Council requested some minor revisions. This version includes those changes.

RECOMMENDATION:

That council adopt the proposed 2026 Version of the Clinton City Council Rules of Order and Procedures.

ATTACHMENTS:

Revised Rules of Order and Procedures.

RULES OF ORDER AND PROCEDURE

CLINTON CITY COUNCIL

Adopted February 10, 2026

Purpose

The City Council has an obligation to be clear, careful, and consistent in its procedures. Council members have a right to full and fair discussion. Both the council and the public have a right to reasonable notice to prepare and participate in the process. The City Council adheres to the legal requirements in Utah Code Annotated § 10-3 and the Open and Public Meetings Act § 52-4.

Civil Discourse

Members of the council shall conduct themselves with decorum and follow the rules. Members study the agenda packet in advance and listen carefully to the meeting participants. They engage with honesty, integrity, and respect for others. They assume good intent.

The City Council values full, candid discussion prior to making decisions. Members are encouraged to raise questions, concerns, and alternative viewpoints during work sessions and deliberation, and to ensure those perspectives are meaningfully considered. When a decision reflects the will of the majority of the governing body, it becomes the formal action of the institution. Members who disagree with the outcome retain the right to respectfully express dissenting views.

Members commit to engaging in good faith and maintaining a professional tone that preserves public trust in the process. Members shall refrain from yelling, name calling, accusations of bad faith, and critiques of others' character traits, intelligence, or appearance. Personal attacks are unbecoming representatives of the people. The chair shall rule such behaviors out of order.

Ethical Behavior

Members shall adhere to the Municipal Officers' and Employees' Ethics Act in UCA § 10-3-13 regarding such matters as gifts, disclosures, and conflicts of interest. Members shall not use their positions to secure privileges or exemptions for themselves or others.

Standard of Dress

Council members and participating staff are encouraged to wear business attire in keeping with the high-minded nature of the proceedings.

Attendance

Physical attendance at meetings is the general expectation. Members shall notify the chair as soon as possible if they cannot attend so the chair can ensure a quorum. Members shall endeavor to attend virtually if they cannot attend physically.

Meetings

The City Council meets at City Hall, 2267 North 1500 West, every second and fourth Tuesday of the month for a work session at 6 p.m., followed by a regular council meeting at 7 p.m.

Infrequently, the chair may cancel a meeting, but only if necessary, and only if the council is ensured to meet at least once in the month, per UCA § 10-3-502(1)(b). The chair may schedule a meeting for a different day and time, referred to as a “special meeting.” Any two council members together may also call for a special meeting, in accordance with UCA § 10-3-502.

Mayor as Chair

The mayor is the chair of the meetings. The mayor may fully participate in discussion and debate, but may not make motions or vote, unless there is a tie. If a council member is acting as the chair, that member shall not be deprived of voting privileges. The chair shall have the authority to govern the meeting, extend speaking privileges, and prevent misuse of any rule or obstruction of business. The chair shall constrain discussion to the specific matter or action at hand. The council may appeal a decision by the chair with a motion and affirmative vote.

Agendas

The City shall publicize regular meeting and work session agendas, with accompanying documents, no later than 5 p.m. seven days prior to the meeting (not counting the meeting day). The chair may allow the agenda to be amended up to 24 hours prior to the meeting. Special meetings follow the noticing requirements set forth in state code.

Work Sessions

Work sessions prepare the council for future meetings and require much less formality than regular council meetings. Work sessions ensure all considerations are brought to the surface in advance of formal action so regular meetings can focus on informed decision making rather than first-time debate. Motions are unnecessary. The mayor governs the work session and moves the agenda along, loosely extending speaking privileges and facilitating free-flowing discussion among the council and staff. The meeting is open to the public. Members of the public may observe but may not comment during the work session, unless directly asked.

Order of Work Sessions

1. Roll call
2. Work items
3. Department head reports
4. Adjournment

Regular Council Meetings

Council meetings promote formal, action-oriented deliberation. To maximize stability, professionalism, and decorum, the City Council generally employs Robert's Rules of Order. No person shall enter into any commentary without being recognized by the chair. Ordinances, resolutions, and agreements coming before the council shall be in written form. Edits are read aloud or typed for viewing before the council takes a vote.

Order of Regular Business Meetings

1. Pledge of Allegiance
2. Invocation
3. Roll call
4. Special ceremonies
5. Public comment
6. Business
7. Consent calendar
8. Training
9. City manager report
10. Council member reports
11. Mayor's report
12. Action items
13. Adjournment

Invocation

It is not the intent of the City Council to affiliate with or express preference toward any particular faith, belief, non-belief, or denomination. The City Council recognizes and respects the diversity of religious and non-religious viewpoints among Clinton residents.

The City Council employs the use of ceremonial presentations such as the invocation for civic purposes. The purposes include providing a moment for reflection on the importance of the council's proceedings, promoting an atmosphere of civility, and showing appreciation for those who contribute to the city's well being. Participation in the invocation is voluntary. No official, employee, resident, or attendee shall be compelled to take part, or singled out for non-participation.

An invocation shall be limited to two minutes. It may include a prayer, supplication, reflective moment of silence, short solemnizing message, praise, or thanksgiving. The person offering the invocation shall not solicit gestures, such as head bowing, standing, or hand raising from those in attendance. The City does not dictate the form or content of any invocation.

Individuals who wish to be included on a future agenda to offer an invocation may submit their request via writing, electronic or otherwise, to the city recorder. Members of the public are

limited to one invocation per calendar year. Council members and staff may invite members of the public to participate. They connect these individuals to the city recorder so the individuals can volunteer if desired. If the City receives no requests, or if a volunteer fails to appear, a member of the City Council may offer the invocation, with no limit on frequency.

Public Comment

Members of the public in attendance at the City Council's regular business meeting may speak when called forward by the chair. They are allowed up to three minutes to speak on any topic germane to Clinton City or to the authority of the City Council. The chair may allow an increase or require a decrease in speaking time according to circumstances, provided that the time is consistent across a given agenda item.

Speakers shall give their name and city of residency for the record. They are prohibited from yielding their time to other speakers. All remarks and questions shall be addressed to the chair and not to any individual council member, staff member, or other person. Individuals are afforded one speaking privilege per comment period or hearing, but the chair may grant additional privileges if time permits and if other individuals have had their first opportunity.

Public Hearings

The rules for public comment apply to public hearings. The following rules also apply: Speakers are confined to the topic for which the hearing was publicized. The council does not vote on the agenda item tied to the public hearing on the same day as the public hearing. All ordinances require a public hearing.

Business Items

(1) **Obtaining the floor.** Before speaking, a person must first obtain the floor; that is, the person must be recognized by the chair as having the exclusive right to be heard at that time.

(2) **Presentations.** Each business item begins with a communication or presentation directed to the chair and council: e.g., "Madam Mayor, members of the City Council." The chair calls upon the appropriate staff members or petitioners to present. Council members may not enter discussion or debate without a motion but may seek the floor to ask clarifying questions: e.g., "Mayor, a point of information, please" or "Mr. Mayor, I have a question." The chair recognizes the questioner: "Council Member Smith," who then enters the line of questioning. After obtaining the floor, council members may address staff and petitioners directly.

(3) Discussion and debate. Business is brought before the council by the motion of a member. The member first obtains the floor: “Mr. Mayor?” The chair then recognizes the member, “Council Member Smith,” after which the member makes the motion: e.g., “I move that the council adopt Ordinance 01-26.” In the alternative, the chair may ask if there is a motion.

Another member seconds the motion. If there is no second, the motion fails. If there is a second, the chair restates the question arising from the motion. The motion is then open to debate. The chair does not compel members to speak. The chair allows the member who made the motion to speak first. To protect decorum, members are not allowed to carry on debate directly with one another. They obtain the floor and direct their speeches to the chair. No one is entitled to the floor for a second time in debate on the same motion until all other members have had a first opportunity, if desired.

Once a member has obtained the floor, the member shall not be interrupted unless the chair is calling the member to order, or another member is making a point of order or privilege. A member may make a request for information from a member who has the floor: e.g., “Madam Mayor, will the council member yield for a question?” or “Mayor, I have a question for Council Member Smith.” If the speaking member agrees to this kind of interruption, the asking member directs the question to the chair.

Voting

A roll call shall be taken and recorded for all ordinances, resolutions, and any action that would create a liability against the municipality. Any member may request a roll call vote. Abstentions or recusals that leave two affirmative and two negative votes create a tie, and the mayor casts a tie-breaking vote.

Consent calendar

Agenda items that are routine and noncontroversial may be added to the consent calendar and voted upon in bulk after a motion and a second from the council. The chair may recognize these items individually for the staff to present or for the council to ask questions, but the items may not be amended or debated unless removed from the bundle by a motion from the council. An item that is removed becomes its own agenda item, subject to motions, debate, and voting.

Adjournment

The chair uses a single rap of the gavel. The chair adjourns a meeting if the council has reached the natural end of an agenda. If the council has voted to fix a specific time for adjournment, then the chair adjourns the meeting when that time arrives. No motion is needed. Outside these circumstances, the council may adjourn a meeting with a motion, second, and majority vote.

Making a Motion

If you want to:	Say, for example:	Interrupt speaker?	Second?	Debatable?	Vote
Bring business before the council	I move that...	No	Yes	Yes	Maj
Delay until a future meeting	I move to postpone...	No	Yes	Yes	Maj
Change the motion	I move to amend...	No	Yes	Yes	Maj
Stop talking and vote	I call for the question OR I move to end debate	No	Yes	No	2/3
Temporarily set aside an item in the meeting	I move to table...	No	Yes	No	Maj
Request help with comfort, noise, etc.	Point of personal privilege	Yes	No	No	Chair
Take a break	I move to recess	No	Yes	No	Maj
Adjourn without finishing the agenda	I move to adjourn	No	Yes	No	Maj
Set a time in advance for adjourning	I move to fix the time to adjourn at...	No	Yes	No	Maj
Call attention to a violation of the rules	Point of order	Yes	No	No	Chair
Disagree with the chair	I appeal the decision of the chair	Yes	Yes	Yes	Maj
Alter the agenda	I move to suspend the rules to...	No	Yes	No	2/3
Act outside the rules for a compelling reason	I move to suspend the rules to...	No	Yes	No	2/3
Ask a question	Point of information	Yes	No	No	Chair