

CLINTON CITY COUNCIL WORK SESSION MINUTES

Date: January 27, 2026

Time: 6:00 PM

Location: 2267 N 1500 W, Clinton, UT 84015



Staff present: City Manager Trevor Cahoon, Public Works Director David Williams, Fire Chief Jason Poulsen, Police Chief Shawn Stoker, Recreation Director Brooke Mitchell, Community Development Director Peter Matson, Deputy Recorder Amy Durrans, and Recorder Lisa Titensor

City Council: Mayor Marie Dougherty, Councilmember Spencer Arave, Councilmember Jennifer Christensen, Councilmember Chris Danson, Councilmember Adam Larsen

CALL TO ORDER

Mayor Dougherty called the work session to order at 6:00 PM.

DISCUSSION ON THE CLINTON CITY HERITAGE DAYS NAME

Parks and Recreation Director Brooke Mitchell presented a request to consider whether the City should formally change the name of the annual event from Clinton City Heritage Days to Clinton Days. Ms. Mitchell explained that many vendors and residents already refer to the event as Clinton Days and that the request was intended to improve clarity and simplicity in marketing and communication.

The Council discussed the historical significance and community sentiment associated with the name Clinton City Heritage Days. Councilmember Spencer Arave expressed strong support for retaining the existing name, emphasizing the importance of preserving Clinton's heritage and community identity. Several Councilmembers noted that residents often shorten the name informally for convenience, not due to lack of awareness of the official name.

Councilmembers discussed the opportunity to better reflect Clinton's heritage through future programming rather than changing the name. The consensus of the Council was to retain the official name Clinton City Heritage Days, while recognizing that informal references to Clinton Days may continue in marketing materials.

CONTINUED DISCUSSION ON THE CITY COUNCIL RULES OF ORDER AND PROCEDURES

The Mayor led the Council through a detailed review of proposed administrative updates to the Rules of Order and Procedure, focusing on procedures governing City Council meetings and legislative actions. The discussion was intended to clarify expectations, improve transparency, and align City practices with state law and best practices.

Standard of Dress:

The Council reviewed proposed language encouraging business attire for Council meetings. Members agreed that the phrase “business attire encouraged” provides appropriate guidance without being overly restrictive.

Agendas and Notice Requirements:

The Council discussed revisions requiring regular meeting and work session agendas to be posted seven days in advance. Staff requested flexibility regarding posting time, and the Council agreed to remove the 5:00 p.m. deadline while retaining the seven-day requirement. Special meetings were discussed separately, with the Council emphasizing that such meetings must continue to follow Utah State Code public notice requirements.

Work Session Procedures:

The Council confirmed that work sessions are discussion-based and do not require roll call votes. The presiding officer may note attendance without a formal roll call.

Ordinances and Public Hearings:

The Council discussed procedural safeguards for ordinances, including requiring a public hearing for all ordinances and generally refraining from voting on an ordinance on the same day the public hearing is held. The Council discussed that this approach improves public participation while allowing flexibility through suspension of procedural rules when necessary.

Transparency of In-Meeting Edits:

The Council discussed that substantive edits made during meetings should be read aloud or displayed prior to a vote, so Councilmembers and the public clearly understand what is being adopted.

Consent Items:

The Council discussed terminology for routine agenda matters and reached consensus to use the term “Consent Items.”

Parliamentary Procedure:

The Council reviewed a motion chart summarizing common motions and discussed the use of a motion to adopt as a procedural tool to clearly introduce items for discussion and amendment.

Bringing Items to the Floor and Use of Motions:

The Council discussed the procedure for formally bringing agenda items to the floor for consideration. Several Councilmembers expressed initial concern that making a motion to adopt an item could be perceived as signaling support for the item before discussion occurs.

Mayor Dougherty explained that, under standard parliamentary procedure, a motion to adopt is a procedural mechanism used to formally introduce an item for discussion, debate, and amendment, and does not represent a final decision. The motion allows the Chair to clearly state the question before the Council and ensures the public understands what action is under consideration.

Councilmembers discussed that this approach improves transparency, provides clarity in the public record, and allows for amendments, substitutions, or tabling as part of the deliberative process. Councilmember Danson shared experience from regulated environments where formal motions helped clearly document deliberations and actions.

The Council expressed general agreement that using a motion to adopt as the method of bringing business to the floor is appropriate, provided the procedural intent is clearly stated and understood.

A summary of the process and procedural flow for considering agenda items during City Council meetings is as follows:

After a presentation, items are formally considered by the Council through a motion which serves as a procedural step to introduce the item for discussion. If a council member makes a motion to adopt, it does not indicate final approval or Council support until the vote is taken. Once a motion and second are received, the presiding officer states the question, at which point the item is open for Council discussion, debate, and amendment. Amendments may be proposed and acted upon prior to a final vote on the main motion. The Council may also postpone, table, or refer an item back to staff as part of the deliberative process. This approach is intended to ensure clarity for Councilmembers, staff, and the public regarding what action is under consideration while maintaining transparency and flexibility in decision-making.

DEPARTMENT HEAD REPORTS

Public Works Director David Williams reported receipt of a \$2.75 million EPA grant for sewer improvements.

City Manager Trevor Cahoon reported City office hours would be changing to 9:00 a.m. to 5:00 p.m. beginning in mid-February.

ADJOURNMENT: The meeting adjourned at 6:55 pm.