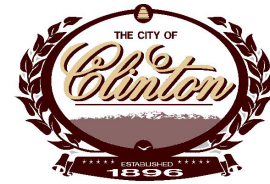


CLINTON CITY COUNCIL WORK SESSION MINUTES

Date: February 10, 2026

Time: 6:00 PM

Location: 2267 N 1500 W, Clinton, UT 84015



Staff present:

City Manager Trevor Cahoon
Finance Director Cory Christensen
Public Works Director David Williams
Fire Chief Jason Poulsen
Police Chief Shawn Stoker
Parks & Recreation Director Brooke Mitchell
Community Development Director Peter Matson
Deputy Recorder Amy Durrans
Recorder Lisa Titensor

City Council:

Mayor Marie Dougherty
Councilmember Spencer Arave
Councilmember Jennifer Christensen
Councilmember Chris Danson
Councilmember Adam Larsen (attended electronically)

CALL TO ORDER

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

DISCUSSION ON TITLE 2 AMENDMENTS

Mayor Dougherty explained that the proposed Title 2 amendments were intended to clarify roles and responsibilities of the Mayor, City Council, and City Manager and to more closely align city code with Utah State Code. She noted that some language in the existing code was vague and had led to confusion in prior years regarding authority and reporting structure.

She reviewed proposed language clarifying that the City Council is the legislative body and suggested referencing state code rather than duplicating all statutory language. Councilmembers expressed support for adding clarity for both councilmembers and the public.

Mayor and City Manager Roles

Mayor Dougherty discussed proposed revisions clarifying that the Mayor serves as the chief executive officer of the city and that the City Manager reports to the Mayor on behalf of the City Council. She emphasized the importance of maintaining the City Council as the governing body while establishing clear administrative structure and checks and balances.

City Manager Trevor Cahoon explained that while employees report to the City Manager for day-to-day operations, the Council retains authority and has delegated administrative responsibilities through the City Manager. The proposed language ensures that both Mayor and City Manager operate within the direction of the City Council.

Councilmembers expressed support for clarifying language and agreed the revisions would provide helpful structure and avoid confusion in future administrations.

Additional Title 2 Updates

Mayor Dougherty reviewed additional revisions including:

- Removal of gender-specific language throughout the code
- Clarification of authority to remit fines or forfeitures
- Clarification that hiring and removal of department heads requires Council approval
- Updates to reflect current state code requirements, including public hearings for certain compensation changes

Councilmembers indicated general support for the updates and appreciated the effort to modernize and clarify the code.

Mayor Dougherty requested council input on proposed Planning Commission process updates, including advertising vacancies, application review, and interview procedures. She proposed publishing vacancies for at least 14 days and including council notice of mayoral appointments to allow for meaningful advice and consent.

City Manager Cahoon recommended flexible language such as “city manager or designee” to account for possible future organizational changes. Councilmembers supported the recommendation.

Community Development Director Peter Matson discussed potential changes to Planning Commission procedures, including:

- Adjusting timing for election of chair and officers
- Considering February or March appointment cycles to avoid “lame duck” appointments
- Allowing flexibility for re-election of experienced chairs
- Clarifying annual election requirements and removing redundant language

Councilmembers discussed benefits of February appointment timing and maintaining flexibility for continuity and training. The general consensus supported adjusting timelines and clarifying language in code while allowing bylaws to address procedural details.

Discussion also included whether to require monthly Planning Commission meetings. Members supported maintaining regular meetings to allow for training and to ensure statutory training requirements are met, even when development activity is limited.

DISCUSSION ON PARKS PERSONNEL

City Manager Cahoon presented a proposal to restructure staffing following a retirement in Public Works. Duties previously handled by one employee included open space, trails, streetlights, garbage collection, and facility maintenance. After evaluating workload and city growth, staff recommended creating additional parks/open space maintenance capacity.

He outlined current system demands, including:

- Over 100 acres of parks and open space
- Approximately 10–11 miles of trails
- Sidewalks, roundabouts, and additional beautification areas
- New trail assets being added through state and development projects

Comparisons with neighboring cities showed Clinton operating with significantly fewer maintenance staff per acre.

Budget Considerations

City Manager Cahoon explained that due to recent attrition and payroll savings, two positions could potentially be created with minimal impact on the current year budget. Estimated impact for the following fiscal year would be approximately \$40,000 depending on benefit selection and allocation among funds.

Mayor Dougherty expressed caution regarding committing to ongoing costs before reviewing the next fiscal year budget but supported continuing the discussion. Councilmembers discussed benefits of hiring in-house staff versus contracting services, noting that in-house staff provide greater quality control and long-term cost stability.

After discussion, the Council expressed general consensus to allow the City Manager to proceed with hiring efforts given the immediate need and available payroll savings, with understanding that budget impacts will continue to be reviewed.

DEPARTMENT HEAD REPORTS

Community Development

Community Development Director Peter Matson reported that Clinton City received a grant for design of the Powerline Park trail concept in coordination with neighboring cities. The grant is for design only and not construction.

He also noted concerns with current business license code language related to home occupations and storage of business materials in accessory structures. Staff requested council direction to review and clarify code language. Council agreed clarification was appropriate.

Finance

Finance Director Cory Christensen reported that staff is preparing the upcoming draft budget and anticipates presenting preliminary information within the next month.

Public Works

Public Works Director David Williams reported that staff is continuing preliminary budget planning and coordination with finance staff.

ADJOURNMENT: The meeting adjourned at 6:50 pm.