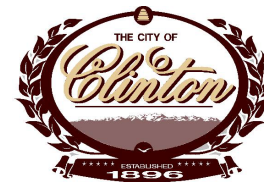


**CLINTON CITY COUNCIL WORK SESSION MINUTES
2267 N 1500 W Clinton UT 84015**



Date: July 28, 2026

Time: 6:00 PM

Location: 2267 N 1500 W, Clinton, UT 84015

Staff present: City Manager Trevor Cahoon, Assistant Fire Chief Nick Jarvis, Public Works Director Dave Williams, Finance Director Cory Christensen, Police Chief Shawn Stoker, Keaton Jones, Parks & Recreation Director Brooke Mitchell, Deputy Recorder Amy Durrans, and Recorder Lisa Titensor.

1. CALL TO ORDER

Mayor Marie Dougherty called the work session to order at approximately 6:00 p.m. Council Members present included Spencer Arave, Jennifer Christensen, Chris Danson and Adam Larsen. Dane Searle was excused.

2. DISCUSSION ON CITY COUNCIL COMMITTEE PARTICIPATION/STRUCTURE

Mayor Dougherty led a discussion regarding the creation of City Council committees designed to increase council involvement throughout the year, improve communication between staff and elected officials, and allow more detailed review of city issues outside regular council meetings.

The Mayor explained that the committees would primarily serve in an advisory capacity and would generally meet as listed on the document but did not require a rigid schedule. She introduced several proposed committees for discussion, including Communications, Audit, Heritage Days, Code Review, and Budget.

Communications Committee

The Mayor explained that the Communications Committee would work with staff to improve the City's public messaging, branding, website content, strategic communications, and public information campaigns.

Councilmembers agreed that improving communication with residents should be a priority. Jennifer Christensen emphasized that communication should be a two-way process, creating additional opportunities for residents to provide feedback while helping the public better understand Council decisions and City initiatives.

Heritage Days Committee

The Council discussed continuing council involvement in Heritage Days planning through a dedicated committee that could assist with volunteer recruitment, event planning, and maintaining the overall vision for the City's annual celebration.

Jennifer Christensen shared that Heritage Days had been one of the reasons she chose to move to Clinton and expressed her desire to remain actively involved, even if she was not formally assigned to the committee.

Code Committee

The Mayor proposed establishing a Code Committee to work with staff on reviewing sections of City Code, identifying needed updates, assisting with future ordinance revisions, and receiving feedback from Code Enforcement regarding practical implementation issues.

Councilmembers agreed the committee could proactively address issues before they became larger concerns while helping staff continue long-term code modernization efforts.

Audit Committee

The Mayor discussed creating an Audit Committee to provide an additional layer of financial oversight and improve the City's annual Fraud Risk Assessment score.

Discussion included:

- reviewing the City's annual audit;
- participating in fraud risk assessment activities;
- maintaining agendas and meeting records sufficient to satisfy audit documentation requirements; and
- appointing a citizen member with governmental accounting or finance experience to serve alongside councilmembers.

It was discussed that it may be beneficial to have a community member(s) with accounting experience participate on the committee.

Budget Committee Structure

The Council spent considerable time discussing how best to involve councilmembers in the annual budget process.

Rather than establishing one large Budget Committee, members expressed support for assigning councilmembers to specific departmental budget areas to allow them to become more familiar with departmental operations and priorities throughout the year.

City Manager Trevor Cahoon explained that similar systems used in other municipalities allow more detailed conversations before formal budget adoption, improve communication between staff and elected officials, and reduce pressure during the annual budget process.

The Council also discussed reviewing budget assignments annually to provide fresh perspectives and allow councilmembers opportunities to rotate responsibilities.

Committee Assignments

Following discussion, the Council reached a preliminary consensus regarding committee assignments, subject to confirmation with Councilmember Dane Searle, who was absent.

Standing Committees

Communications Committee

- Jennifer Christensen

Heritage Days Committee

- Spencer Arave
- Adam Larsen
- Jennifer Christensen indicated she wished to remain actively involved with Heritage Days regardless of committee assignment.

Code Committee

- Adam Larsen
- Chris Danson

Audit Committee

- Chris Danson (Chair)
- Dane Searle
- One citizen member with governmental accounting or finance experience to be appointed by the Mayor with Council approval.

Budget Department Assignments

- Administration / Finance / Community Development / Technology — Chris Danson
- Public Safety — Jennifer Christensen
- Parks and Recreation — Spencer Arave
- Public Works — Adam Larsen
- Capital Facilities — Dane Searle

The Mayor noted that committee assignments should remain flexible and could be reviewed annually to allow councilmembers to rotate assignments as interests and City needs evolve.

Committee Operations

The Council agreed committees should remain relatively informal while maintaining organized agendas or discussion topics appropriate to each committee.

Members emphasized that committees should focus on meaningful work rather than creating unnecessary assignments for staff. The Audit Committee was identified as the only committee likely requiring more formal agendas and official meeting records to satisfy auditing requirements.

The Council also discussed scheduling meetings primarily during daytime hours whenever practical and allowing electronic participation when appropriate.

Emergency Management Initiative

Jennifer Christensen proposed creating an Emergency Management Committee to help councilmembers become more familiar with the City's Emergency Operations Plan, emergency notification systems, and the Council's responsibilities during emergencies.

Discussion included:

- reviewing the City's Emergency Operations Plan;
- increasing public awareness of emergency preparedness efforts;
- evaluating emergency notification systems;
- encouraging greater volunteer participation; and
- periodically reviewing emergency communication strategies.

Staff supported providing additional education for councilmembers regarding emergency management and suggested the discussions occur quarterly or as needed rather than monthly.

Councilmembers also discussed conducting periodic tests of the City's emergency notification system and improving public awareness of emergency preparedness resources.

Mayor Dougherty agreed to create an Emergency Preparedness Committee.

Emergency Preparedness Committee

- Jennifer Christensen

Mayor Dougherty thanked the Council for its thoughtful discussion and willingness to participate in the proposed committee structure. She emphasized that the committee system should remain flexible and evolve as the Council gains experience with the process.

The meeting adjourned at 6:43 PM.