JUAB COUNTY

COMMISSION MEETING

Monday, August 3, 2026, at 10:00 a.m.
Commission Chambers -- 160 N Main, Nephi, UT

MINUTES

Chairman Painter called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE / INVOCATION
Commissioner Palmer led the Pledge of Allegiance and offered a prayer

ROLL CALL
Commissioners present include Chairman Clint Painter, Marty Palmer and Marv Kenison

Others present included County Attorney Jared Rowley, County Clerk/Auditor Tanielle Callaway, Myrna Trauntvein, Sheriff Drake Underwood, Lt. Travis Kenison, David Fletcher, Jennell McGee, HD Sanderson

MINUTES
1. Commissioner Kenison made a motion to approve the minutes from July 6th, July 14th and July 20, 2026. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

CONTRACTS/AGREEMENTS
2. Ratify FY2027 VOCA Grant Agreement
The Commissioners needed to ratify the signing of the FY2027 VOCA Grant Agreement. Chairman Painter previously signed the agreement. There were no changes from the prior year. Commissioner Palmer made a motion to ratify the contract. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

RESOLUTIONS/ORDINANCES
3. Amend Ordinance to Allow for Sale of Beer at County Arena
The Commission discussed an amendment to the county ordinance to allow beer sales at the county arena—staff and legal had drafted edits—and members debated scope (beer garden vs. arena-wide/stands), enforcement, and limiting consumption to designated areas. Several commissioners stressed public input and involvement from the sheriff and police. They agreed to review the draft further and table the ordinance until the next meeting with a public hearing/public comment period prior to final action. Commissioner Kenison made a motion to table the matter pending further review and to allow time to hold a public hearing. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

GENERAL BUSINESS – ACTIONS ITEMS – DISCUSSION AND CONSIDERATION OF APPROVAL

4. Ratify Juab County Fair Volunteer List

The fair volunteer list was reviewed and approved at the last meeting and needed to be ratified in this meeting, as the fair began prior to this meeting. Commissioner Kenison made a motion to ratify the fair volunteer list. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

5. Consider Vehicle Service Repairs for Sheriff's Office

Sheriff Drake Underwood reported two recent vehicle issues: a trailer hitch failure that damaged a tailgate (approx. $2,000) which may be submitted to insurance, and a patrol truck with transmission problems. The mechanics provided two repair quotes. The first was for a remanufactured transmission for $4,344 and new transmission for $9,337. The sheriff recommended the remanufactured option given the truck's mileage and history. Commissioner Palmer made a motion to approve the remanufactured transmission repair for $4,344.43 and agreed to pursue insurance for the tailgate incident. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

6. Discuss Part Time Secretary for Sheriff's Office

Sheriff Underwood stated that Lori Henrie was initially hired as a 29-hour part-time secretary. There was some confusion about whether benefits were included, and it was discovered they were not. Sheriff Underwood stated that Ms. Henrie is willing to work full-time, which is what the position was initially. Chairman Painter inquired whether switching her status is allowable given the original job posting (part-time, no benefits), and HR confirmed it can be changed as long as rules aren't circumvented. Commissioner Palmer made a motion to approve Lori Henrie as a full-time employee at the same wage. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

7. Approve Revised Commission Meeting 2026 Schedule

Clerk Tanielle Callaway reported reaching out to to communities for off-site commission meetings. Rocky Ridge requested September 8th and Levan requested November 16th. Callao couldn't host on the originally proposed date due to school being in session. The Commissioners discussed venue options (road shed vs. fire or lunchroom) and acoustics, then agreed to hold Callao on Oct. 19 (confirming a suitable building). Commissioner Palmer made a motion to approve the revised meeting schedule. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

8. Consider Attendance and Call Off Policy

Kylie Moody, County Administrator, presented a revised attendance and call-off policy to replace the brief current manual language, noting it addresses recurring absenteeism and helps departments address concerns. Commissioners asked clarifying questions (e.g., whether texts count as acceptable notice), and Kylie confirmed department heads can approve communication methods. Mr. Moody indicated this policy would be inserted into the updated employee manual once it's completed. Commissioner Kenison made a motion to approve the policy. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

9. Review 2nd Quarter Financial Reports
Clerk Callaway presented the 2nd Quarter Financial reports to the Commission for review. Chairman Painter inquired if there were any areas of concern and Clerk Callaway stated there were not. Commissioner Kenison made a motion to accept the 2nd Quarter Financial reports. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

10. Pay Bills
Commissioner Palmer made a motion to approve the Juab County bills as presented. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

11. Employee Pay and New Employees
Kylie Moody first wanted to discuss the hiring of the two positions for the Treasurer's Office. They stated they would like to approve getting the pay in the $17.00 range. Clerk Callaway stated the Sheriff's Office new secretary is at 17.49, and they could put the two positions at the same place. Commissioner Kenison made a motion to approve the wage for the two new positions in the Treasurer's office. Commissioner Palmer seconds the motion, no opposition, motion carries. All voted in favor.

There were several personnel action forms for approval: two for the road: Drew Kay is a longevity increase at 30 years and Chad Jarrett successfully completed his probation period; two for the Sheriff's Office for Kelbe Herring and Aiden Despain both graduated POST; two for EMS for Karter Barbakos as a full time certified paramedic and Joseph Vicznesky as a part time trainee; one for the Treasurer, Valerie Belknap is a five year longevity; one for the Assessor is Kristi Zirbes is a five year longevity; and one for the justice court, Judge Barbara Finlinson is a five year longevity. Commissioner Palmer made a motion to approve the personnel action forms for EMS. Commissioner Kenison seconds the motion, no opposition, motion carries. All voted in favor.

CLOSED SESSION
Commissioner Palmer made a motion to move to Closed Session for the purpose of personnel issues, security issues and potential contract issues. Commissioner Kenison seconds the motion, no opposition, motion carries. Chairman Painter called for a roll call vote.

Commissioner Palmer voted, "Yes."
Chairman Painter voted, "Yes."
Commissioner Kenison voted, "Yes."

ADJOURNMENT
Commissioner Kenison made a motion to adjourn.

Meeting adjourned.

ATTEST: Tanielle Callaway
Tanielle Callaway
Juab County Clerk/Auditor

APPROVED:
Clinton Painter
Commission Chair