



Doc #: 224303 Pages: 12 Book: Page:  
STATE OF MONTANA MADISON COUNTY  
Recorded 2/10/2026 11:00 AM KOI: CON-JRNL  
Paula McKenzie, CLERK & RECORDER  
Fee: \$ 0.00 BY: *Paula McKenzie*  
To: FILED, ,

**Madison County  
Commissioners' Work Session Meeting**

January 26, 2026, 10:00 am Mountain Time until concluded  
103 W Wallace St, Virginia City, MT 59755, United States  
First Floor Public Meeting Room  
Administrative Office Building, Virginia City, Montana

**Present:**

Duke W. Gilman, Commissioner, District 1  
Ron E. Nye, Commissioner, District 2, Chairman  
William A. Todd, Commissioner, District 3

**In attendance:**

Ryan Wolter, IT Support Specialist, administered the Webex connection  
Sarah Carlson, Commissioners' / Airport Assistant, was present to take minutes

**Attendee List:**

Duncan Hedges, Sheriff  
Colton Lauer, Madison County Attorney  
Jennifer Martens, DES  
Joe Brummell, DES  
Amy Robbins, Fairground Manager  
Kristi Millhouse, Finance Director  
Jessica Brevig, Finance Assistant  
Cody Marxer, Planning Director  
Shawna Lutgen, Grants Manager  
Clayton Marxer, Weed Coordinator  
Craig Schroder, Undersheriff  
Shelly Burke, Treasurer  
Dillan Haugland, Solid Waste Foreman  
Shane Roy, Big Sky  
Chad Wilson, Big Sky  
Peggy Buyan, Resident  
Kassie Marsh, TRMCC  
Richard Stern, Forester Consultant  
Lindsay Ericksen, Resident  
Ruth Stone, Resident  
Brian Lizotte, Resident  
Becky DeBoer, Resident  
Trevor Walter, Resident

*Commissioner Nye called for a moment of silence for Dan Rose, the county's senior bus driver, who passed away.*

**1. Call to Order, Pledge of Allegiance, Roll Call**

**2. Public Comment (Please Limit to 5 Minutes Per Person)**

Kassie Marsh, a resident of Madison County, addressed concerns about the TRMCC nursing home after learning that a nurse resigned due to harassment. She asked if the county had conducted the survey and recommended that the nursing home administrator be placed on administrative leave.

Commissioner Nye mentioned that the county has hired the survey company. He also indicated that the county currently lacks a basis to proceed, including putting the administrator on leave, until additional information is received from the survey company.

Commissioner Gilman stated that the company will start this process and develop a plan to ensure that surveys remain anonymous. He also mentioned that the county is receiving positive feedback regarding the nursing home administrator.

Lindsey Erickson, a former TRMCC employee, served as the Social Service Director. She stated that she had worked there for six years before leaving in September and would still be there if not for the nursing home administrator. She described the administrator as a bully who labels anyone who questions her authority as toxic and a troublemaker. She agrees with Kassie Marsh and believes the nursing home administrator should be placed on administrative leave.

Brian Lizotte, a former TRMCC employee whose wife also worked there, observed that whenever he visited his wife's office, she was either crying or had recently been crying. He eventually confronted the nursing home administrator about her emotional condition. Lizotte agreed with prior statements that the administrator should be placed on leave, describing her as very toxic and a bully.

Peggy Buyan, a Madison County resident, attended a meeting to voice concerns about TRMCC and the cemetery boards. As a Sheridan Cemetery Board member, she has the meeting records and minutes and disagrees with Commissioner Todd on dissolving all existing cemetery boards to create a single board. Peggy also read a letter from Mike Walters, a member of the Sheridan Cemetery Board.

Commissioner Todd stated that the county should have copies of all the Board's records in case anything happens to the Board members. He also stated that the idea for creating this board stemmed from the county's difficulty finding people to serve on cemetery boards, and that all meeting minutes should be recorded in the clerk and recorder's office so they are available to the public.

Commissioner Gilman does not fully agree with this idea, and it remains a topic of discussion. He would need more information before making any decisions.

Comment: Marsh, Erickson, Lizotte, and Buyan. Discussion: Commissioner Nye, Commissioner Todd, and Commissioner Gilman.

### **3. Report of Committees**

#### **3.1. Madison County Courthouse Rehabilitation and Addition**

Pat Jacobs from Architecture Trio has spoken with Jim Jarvis about the Historical Preservation Grant for the courthouse. They are currently evaluating the project's costs and scope. Given current trends, multiple bids are expected, and the early-February bidding process remains on track. Pat also mentioned a buyer's contingency to account for unforeseen conditions, costs, and potential issues. She recommends a 10% owner contingency for this project, which the county's matching funds could cover. Pat also discussed matching funds for the Historical Preservation Grant.

Comment: Jacobs. Discussion: Commissioner Todd and Commissioner Gilman.

#### **3.2. Payroll Discussion**

Commissioner Todd stated that UKG claims everything is mapped correctly with the nursing home payroll. However, it is still not being output correctly.

Comment: None. Discussion: Commissioner Todd and Commissioner Gilman

### **4. Unfinished Business**

#### **5. New Business**

##### **5.1. Big Sky - Resort Village One-Way**

Chad Wilson and Shane Roy came to discuss changing Big Sky Resort Road to a one-way road. This road is steep and prone to backups, causing traffic congestion.

Commissioner Todd stated that the county should have an addendum to the county Road Standard because it was adopted through ordinance. Commissioner Todd also noted that there is an RID for this road and asked whether this would affect the RID.

Comment: Wilson, Roy, and Lauer. Discussion: Commissioner Todd and Commissioner Gilman.

## **5.2. Fairgrounds Discussions**

- Pavilion Upper Exterior Chinking

Amy Robbins, Fairground Manager, requested that the Commissioner consider using BTi to do the chinking on the upper section of the pavilion. BTi is the company that did the chinking on the bottom section of the pavilion.

- Fair Booth Agreement Insurance Requirements

Amy Robbins, the Fairground Manager, requested that the Commissioner align the insurance requirements for individuals approved for non-care rentals with a three-tier event categorization based on risk levels—high, medium, and low—for vendors.

Colton Lauer, the Attorney representing Madison County, agreed to tailor the insurance requirement to our non-care rentals, which constitute a three-tiered event categorization for high-risk, medium-risk, and low-risk vendors.

Comment: Robbins and Lauer. Discussion: Commissioner Todd, Commissioner Nye, and Commissioner Todd.

## **5.3. Pavilion Contract**

Shawna Lutgen, the Grants Manager for Madison County, indicated that the contract in question requires the inclusion of additional verbiage. Furthermore, before the contract can be executed and the builder commences work, certain grant documents must first be finalized.

Comment: Lutgen. Discussion: Commissioner Nye.

## **5.4. Forest Service Consultant Update**

Richard Stem, a Forester Consultant, indicated that significant misinformation is circulating within Washington, D.C. The ongoing reorganization initiatives are contributing to widespread confusion. Over the past 20 years, the Forest Service has experienced a decline of approximately 40-50%. The workforce is currently at its lowest level ever; however, demand has increased due to forest conditions. Regional offices, which previously provided guidance to all forests, have been eliminated. This administration has declared four primary priorities: timber, range, energy, and fire suppression. The strategy is to do fewer things and do them better. Unfortunately, the lack of a sufficient workforce will pose significant challenges to this approach.

Comment: Stem. Discussion: Commissioner Nye, Commissioner Gilman, and Commissioner Todd.

Commissioners recessed at 11:19 am until 11:25 am.

## **5.5. DES - Joe Brummell**

- Gallatin County Inter-Local Agreement

Joe Brummell and Jennifer Martens from the Madison County DES department provided an update on the Gallatin County Inter-Local Agreement. The current agreement automatically renews unless either party submits a 90-day written notice of intent to terminate. Since the agreement is nearing renewal, Joe recommends that all parties meet to assess the current situation.

- FY 2025 EMPG

Under the new administration, there was an initiative to restructure FEMA's operations and delegate authority and responsibilities back to the states and local emergency managers, who are directly involved in managing those aspects. Conversely, the Department of Homeland Security concurrently reduced the budget allocated to support these activities. We just received notice that, for FY2025, we're receiving a \$15,575 reimbursement for the EMPG performance grant, which helps cover wages and benefits.

- FY 2025 Close Out

The report outlines the call-for-service data, categorized by incident type, and includes rainfall totals. Overall, calls increased across the county. Also provided data on construction reviews, apex predator livestock losses, and information on the new satellite the county purchased.

Comment: Brummell and Martens. Discussion: Commissioner Nye, Commissioner Gilman, and Commissioner Todd.

## **5.6. Solid Waste - Dillan Haugland**

- Ennis Dump Fence

Dillan Haugland, Madison County's Solid Waste Foreman, came to discuss constructing a portable fence for the Ennis dump. The solid waste board approved up to \$20,000.00 for the construction of the fence.

- Closing Dumps on Holiday

The solid waste board voted to close the dump sites and lock the gates on holidays, except the Fourth of July. The reason for shutting down the dumps on holidays is that it costs the county 32 hours of employee time per day. Leaving the dumps open would cause a major cleanup.

Comment: Haugland and Lauer. Discussion: Commissioner Nye, Commissioner Todd, and Commissioner Gilman.

## **5.7. Departmental Succession Planning**

Commissioner Todd stated that the county should create a policy requiring each department to develop an operational plan and an emergency manual. This will help someone stepping into a role. Clayton Marxer agreed and said that even departments that already have one should update their information.

Comment: Marxer. Discussion: Commissioner Todd, Commissioner Gilman, and Commissioner Nye.

### **5.8. Road Index Project**

Cody Marxer, Madison County Planning Director, came before the Commissioners to discuss the Road Index Project. They began this process in October to identify which roads in the county are county roads. There are historical documents that have been gone through. Prior to this process, the County had the Madison County Rural Addressing Atlas, which included some of the information; the last time this was produced was 2020. GIS is continually updating the web map and working to ensure accuracy.

The recommendation is a four-phase project.

1. Review the physical and platted roads and create a working document, add in any roads that are continuously presented to the county for clarification and determination.
2. Verify these records through the clerk and records office, archives files, and minutes.
3. Batch verification to the commission, and having them acknowledge through resolution to have it on the record.
4. Create an index. Something that the public could also interpret and utilize.

To complete this process, we could hire a contractor, create a new county position, divide the work among current county employees, or use a combination of the above. When moving forward, key considerations include the current staff's capacity and the completion timeline.

Clayton Marxer, Madison County Weed Coordinator, stated that the weed districts are required by law to treat all county roads. When Clayton started in the weed department, there was no official list. Due to the lack of an official document, the weed department runs into issues each year. Clayton has begun compiling a list of county roads for the weed department. Clayton supports the outlined road index project and recommends that it be handled by an internal committee through a fact-finding process.

Commissioner Todd stated that knowing the exact lengths of roads would benefit the road department and help determine the cost per mile. Commissioner Todd prefers the contractor plan.

The next step is to draft and present an RFP to the Commissioners.

Comment: Cody Marxer, Clayton Marxer, Lauer. Discussion: Commissioner Todd and Commissioner Gilman.

### **5.9. Finance Discussions**

- Black Mountain Time Clock System

Kristi Millhouse, Madison County Finance Director, reported that only one code did not pull correctly for the nursing homes in the last pay cycle. UKG is currently working on this issue. Nursing homes need a minute-by-minute time clock system, such as UKG. Christine has been researching the Black Mountain time sheets for the rest of the county. This system is not a

clock-in/out; employees simply enter their times, as they do with paper time sheets. Using Black Mountain's time clock system will ensure the codes match the county codes, saving the finance department time. The cost to go with Black Mountain is \$2,500.00. Employees can check sick, vacation, and comp time and pull their own timesheets if needed. They will also be able to see pay-to-date and year-to-date information.

The Commissioners want a detailed written plan outlining what will happen and how to use the system, so we don't have another issue like the one we had before.

- Automated Payments for Liabilities (AFLAC, EFTPS, Blue Cross Blue Shield, Nationwide, State of Montana, etc.)

Finance would like to set up automated payments for liabilities. All these companies accept online payments. According to the state of Montana, these payments must be made electronically, not by check. The benefit would be that liability payments reach vendors sooner, eliminating late notices. To move forward with this process, the county will need to set up online payment processing with the federal and state governments, online reporting, and account information from the Treasurer's Office.

- Biweekly Payroll

The finance department plans to shift the county payroll from semi-monthly to biweekly, allowing better tracking of overtime and giving employees more frequent paychecks. Under the new system, employees will be paid 26 times a year instead of 24.

- Amendment to Audit Agreement with Nexus

The county will need to conduct a federal audit. Nexus needs to amend our contract with them. The cost will increase from \$37,445.00 to \$42,580.00, an additional \$5,135.00.

- Nexus Contract Amendment for the Audit Agreement (Regular Audit to Federal Audit)

See previous agenda item.

- Payroll Discussion for Dispatch and Sheriff's Time Sheets / Work Week

Finance requested clarification on the workweek for the Sheriff's Department. Sheriff Hedges explained that not all of his employees work a week that begins on Monday and requested consistency across all of his employees. The Commissioner, the Finance Department, and Sheriff Hedges discussed the workweek schedule, the Department of Labor's definition of a workweek, and the need to define it in the employee handbook. The county needs a new collective bargaining agreement because the old one has expired.

Comment: Millhouse, Brevig, Schroder, and Hedges. Discussion: Commissioners Todd, Commissioner Nye, and Commissioner Gilman.

#### **5.10. Discussion on Emergency Buildings**

- T.B. Airport Building Construction Estimate

Joshua Denny, Madison County's Communications Officer, provided information to the Commissioners about how the Twin Bridges, the old pilot's lounge, was approved through the board and the FAA for emergency use. He provided the information needed to make the building FBI-compliant, including data, security, and maintenance cost \$14,000.00

- MCSO Evidence Room(s) Construction Estimate

Madison County Sheriff Duncan Hedges informed the Commissioner that they are out of room and are requesting that three storage units be converted into an evidence area. This would make it easier to track evidence.

- MCSO Window Security Estimate

The estimated cost for the security windows for the Sheriff's Office, Dispatch Office, DES, and the pilot's lounge is \$4,500.00. Installation costs \$100.00 per hour and will likely take a day or two. To save some money, possibly Cody Martens could assist with the process.

- Issue Credit Card to MCSO Administrative Assistant: \$1000 limit

A credit card was requested on behalf of an employee to facilitate the procurement of office supplies.

Comment: Denny, Schroder, and Hedges. Discussion: Commissioner Gilman, Commissioner Nye, and Commissioner Todd.

Commissioners recessed at 1:02 pm until 1:12 pm

#### **5.11. Review of Madison County Building Appraisals**

Pete Novich, representing Novich Insurance, participated via WebEx to discuss insurance coverage for all county buildings.

Comment: Novich (WebEx). Discussion: Commissioner Todd, Commissioner Nye, and Commissioner Gilman.

#### **Adjournment**

With no further discussion, the meeting was adjourned at 11:57 am.

The upcoming Commission meeting is scheduled for Monday, February 2, 2026, at 10:00 a.m. in the Public Meeting Room of the Administrative Building in Virginia City, Montana.

Signed: *Ronald E. Nye*

Date: *2/10/2026*

Ronald E. Nye, Commissioner, Chairman

Date Approved: February 10, 2026

Signed: *Sarah Carlson*

Date: *2/10/2026*

Minutes prepared by:

Sarah Carlson, Commissioners' / Airport Assistant

Attest: *Paula McKenzie*

Date: *2/10/26*

Paula McKenzie, Clerk and Recorder, Madison County

