

Appendix C – Gibbs Township Known Meetings and Events

Date	Who	Event	Location	NOTES / Reference / NDCC
As Needed	All	FYI in Notes (last cell to the right)		58-04-02. Special meetings - When held. A special township meeting may be held for the purpose of: <ol style="list-style-type: none"> 1. Electing township officers to fill vacancies that occur; 2. Authorizing expansion of the board of township supervisors from three to five members; 3. Removing an elected township officer; 4. Transacting other lawful township business whenever the supervisors or township clerk, or any two of them, or twenty percent of the freeholders of the township, shall file in the office of the township clerk a written statement that a special meeting is necessary; or 5. Whenever a special meeting is required by any other provision of the laws of this state. Only one item on agenda! CLERK: Notice in Paper with the agenda item tens days before meeting.
Monthly		Burleigh County Commission		Meetings are held on the 1st & 3rd Monday of each month unless otherwise indicated. https://www.burleigh.gov/government/county-commission/schedule/
Monthly		Burleigh County Planning & Zoning Commission		Meetings are monthly on the 2nd Wednesday of each month at 5:15 PM at Tom Baker Room, City/County Building, 221 N 5th St, Bismarck. https://www.burleigh.gov/boards/planning-zoning-commission/
Watch website		Burleigh County Weed Board		Meetings are the Tom Baker Meeting Room, City/County Office Building, 221 N 5th St, Bismarck. https://www.burleigh.gov/boards/weed-board/
Monthly		Water Resource Board		Meets on the 2nd Wednesday of each month at 8:00 AM located in the Tom Baker Meeting Room, City/County Office Building, 221 N 5th St, Bismarck. https://www.burleigh.gov/boards/water-resource-board/ District has a separate: https://www.bcwr.org/
Monthly		Bismarck Planning and Zoning Commission		Fourth Wednesday of each month (typically) at 5:00 pm meeting at Tom Baker Meeting Room, City/County Office Building, 221 N 5th St, Bismarck. https://www.bismarcknd.gov/1037/Planning-Zoning-Commission
Monthly		Bismarck-Mandan MPO Policy Board		The Metropolitan Planning Organization (MPO) meets at 1:30 pm Tom Baker Meeting Room, City/County Building, 221 N 5th St, Bismarck, ND 58501 (January-June) Ed "Bosh" Froehlich Meeting Room, City Hall, 205 2nd Ave NW, Mandan, ND

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				58554 (July-December) https://www.bismarcknd.gov/2147/Policy-Board
Monthly		Bismarck-Mandan MPO Technical Advisory Committee		The Technical Advisory Committee (TAC) of the Bismarck-Mandan MPO Meets at 10:00 am Tom Baker Meeting Room, City/County Building, 221 N 5th St, Bismarck, ND 58501 (January-June) Ed "Bosh" Froehlich Meeting Room, Mandan City Hall, 205 2nd Ave NW, Mandan, ND 58554 (July-December) https://www.bismarcknd.gov/2148/Technical-Advisory-Committee This group is responsible for facilitating the recommendations to assist the Policy Board in the transportation planning decision making process for the MPO study area. encouraging citizens to provide their comments for public hearing items via Email. The comments will be sent to the Technical Advisory Committee members prior to the meeting and included in the minutes of the meeting. To ensure your comments are received and distributed prior to the meeting, please submit them by 5 pm one business day prior to the meeting and reference the agenda item your comment addresses. If you would like to appear via video or audio link for a 3-5-minute comment on a public hearing item, please provide your e-mail address and contact information via Email at least one business day before the meeting.
January	Clerk and Treasurer	Yearly Close Out	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Close pervious years books, remove and file, make sure all the books balance with the auditor's sheets.
January	Clerk	Date Selection and Reserve Co Hwy Dept Conf Room	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Reserve Conference Room at the county shop for annual meeting for 5:30 pm – 9:00 pm for the 3rd the Annual Meetings in March Annual Meeting is from 6:00 pm to 7:00 pm. With the regular meeting to follow from 7:00 pm – 9:00 pm. Shop Phone number 701-204-7748. This needs to be recorded in the minutes.
January	Clerk	Date Selection and Reserve Co Hwy Dept Conf Room	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Reserve Conference Room at the county shop for Tax Equalization Meeting from 6:30 pm – 9:00 pm. The meeting starts at 7:00 pm. Date must be coordinated the date with the Assessor as they will have multiple Equalization

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				Meetings to attend within the county. This needs to be recorded in the minutes.
January	Treasurer	ATLR	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Start new log sheet for the next year with individual accounts with money that comes from the auditor's office.
January	Treasurer	Funds	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Balance checking account each month when bank statement arrives. Deposit checks in bank account as they arrive, some will be deposited electronically. This needs to be reported at the next Township Board Meeting
January	Treasurer	Supplies	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Buy stamps and other office supplies (as needed) for all township officials. To include but not limited to printer paper and printer ink. This needs to be reported at the next Township Board Meeting
January	Treasurer	IRS W4's, IRS 941's, IRS W2's & W3's	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Completed as needed or required.
February	Overseer	Gravel Map	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Inspect Gravel Roads and orver Gravel from BCHD or Private Contractor
March	Varies	Bi-Annual NDTOA Workshop	Steel All Vets club	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp New NDTOA Handbooks Issued and NDTOA News
January	Clerk and Treasurer	ND WSI & NDIRF	Varies	Note 1 - this is not a meeting but an event reminder for the Twp Ldrshp Receive notice and pay the required premiums. North Dakota Workforce Safety & Insurance (WSI) the sole provider and administrator of the workers' compensation system. this will be updated on the WSI website: Home North Dakota Workforce Safety & Insurance. The bill and policy from North Dakota Insurance Reserve Fund (NDRF). The policy should be reviewed by all at the next meeting for all to understand. North Dakota Insurance Reserve Fund - Home (ndirf.com)
January	Overseer	EARLY JANUARY - Turn-in Maintenance Contract to Burleigh Co Hwy Dept	Shop, Burleigh Co	Maintenance Contract reviewed and signed by Chair in December previous year.

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January (if needed)	Overseer	Turn-in Hwy Dept SNOW DOZER and Removal Map	Gibbs Twp	As Needed - Turned in map to Co Hwy Dept; Work needed in subdivisions, Grader Wing or Loader Pushback?
January	All	Review and Update Gibbs Twp Charter	Shop, Burleigh Co	Review, make changes if needed of Gibbs Township Charter should be done before and at a Gibbs Twp Executive Meeting
January	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
January	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
January	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
January	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
February	All	Gibbs Twp Regular Board Meeting (periodic)		
February	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
February	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
February	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
February	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
March	All	NDTOA Handbook Workshops	Vets Club, Steel, ND	Bi-Annual Workshop, Even Calendar Years, Non Legislative Session years closest location is Steele All Vets Club
March	All	Burleigh County Township Officers Association (BCTOA)	Am Vets	The annual meeting of the Association shall be held the FIRST WEDNESDAY after the SECOND TUESDAY in March

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March week or two (before Annual Meeting]	All	Gibbs Township Annual Audit - March Annually	Shop, Burleigh Co	58-11-03. Auditing accounts of treasurer and other township officers. At its meeting on the second Tuesday of March in each year, the board of auditors shall examine and audit the accounts of the township treasurer for all moneys received and disbursed. At the meeting, the board shall audit the accounts of all other township officers who are authorized to receive or disburse money of the township. If a new treasurer has been elected at the annual meeting, the board of auditors shall audit the final statement of the outgoing treasurer at a meeting on the fourth Tuesday in March. Emailed request for NDCC Update to NDTOA Dec 18, 2025.
March (Any day)	All	Gibbs Township Annual Meeting	Shop, Burleigh Co	NDCC: 58-04-01. Annual township meeting - When held - Change in meeting place - Notice. The electors of each township annually shall assemble and hold a township meeting in the month of March at the place in the township or in an adjacent township designated by the board of township supervisors. Notice of the time and place of holding the meeting must be given by the township clerk at least ten days before the meeting by publication in a legal newspaper published in the township or, if there is no such newspaper, then in the county's official newspaper. Before a change in the place of holding the annual township meeting is made, notice of the contemplated change may be given by any member of the board of township supervisors to the township clerk, who shall have such change published if time allows. Otherwise, the township clerk shall post notice of the change. If an incorporated city is wholly or partially within the boundaries of the township or an adjacent township, all township meetings may be held at the place within an incorporated city designated by the board of township supervisors.
March	All	Regular Meeting, discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting	Shop, Burleigh Co	58-06-03. Regular meetings of board of township supervisors - When held. The board of township supervisors shall hold regular meetings on the second Tuesday in March, on the fourth Tuesday in March, and on the second Monday in June of each year, except that in the discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting as provided in section 58-04-01.
March	Treasurer	Prepare for meeting	Home	Quarter Payroll Closeout at Meeting, remind officers to bring in their Payroll items. have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update

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March	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
March	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
March	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
April	All	Gibbs Township Leadership Reorganization Executive Meeting	Shop, Burleigh Co	Assignments -who is doing what, review charter, review website etc....
April	Overseer	NLT Apr 15, Turn in Road Graveling Map	Gibbs Twp	If gravel is required must turn in map and volume of each road to Co Hwy Dept
April	Overseer	Road and Sign Inspection	Gibbs Twp	Review Parcel Viewer to ensure signs are captured, visible, and in good repair
April	All	Tax Equalization Meeting	Shop, Burleigh Co	Tax Equalization meeting NDCC: CHAPTER 57-09 - TOWNSHIP BOARD OF EQUALIZATION; 57-09-01. Membership of board - Meeting. 1. The township board of equalization consists of the members of the board of supervisors of each township, and the township clerk shall act as clerk of said board. The board shall meet in April in each year at the usual place of meeting of the township board of supervisors.
April	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
April	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
April	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
April	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
May	All	Gibbs Twp Regular Board Meeting (periodic)	Shop, Burleigh Co	

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May	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
May	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
May	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
May	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
June	All	Gibbs Township Annual Audit - June Annually	Shop, Burleigh Co	58-11-02. Meetings of board of auditors - When held - Duties. The board of auditors shall meet on the second Tuesday in March and on the second Monday in June in each year and at such other times as it deems necessary and expedient for the purpose of auditing and settling all charges against the township. It shall state on each account the amount allowed by it, but no allowance may be made for any account which does not state specifically each item and the nature thereof.
June	All	Regular Meeting of the township supervisors on the second Monday in June of each year	Shop, Burleigh Co	58-06-03. Regular meetings of board of township supervisors - When held. The board of township supervisors shall hold regular meetings on the second Tuesday in March, on the fourth Tuesday in March, and on the second Monday in June of each year, except that in the discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting as provided in section 58-04-01.
June	Treasurer	Prepare for meeting	Home	Quarter Payroll Closeout at Meeting, remind officers to bring in their Payroll items. have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update
June	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
June	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes

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June	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
July	All	Gibbs Twp Regular Board Meeting (periodic)	Shop, Burleigh Co	
July	Treasurer	Prepare for meeting	Home	Quarter Payroll Closeout at Meeting, remind officers to bring in their Payroll items. have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update
July	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
July	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
July	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
August	All	Gibbs Twp Regular Board Meeting (periodic)	Shop, Burleigh Co	
August	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
August	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
August	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
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September	All	Gibbs Twp Regular Board Meeting (periodic)	Shop, Burleigh Co	

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September	All	Gibbs Twp Budget Meeting (periodic)	Shop, Burleigh Co	<p>40-40-06. Notice of public budget hearing date. On or before August tenth of each year, after the governing body has prepared the preliminary budget statement, the auditor of the municipality shall:</p> <ol style="list-style-type: none"> 1. Set a public budget hearing date no earlier than September seventh and no later than October seventh for the purpose of adopting the final budget and making the annual tax levy. 2. Provide notice of the public budget hearing date to the county auditor. <p>40-40-08. Hearing of protests and objections - Changes in preliminary budget - Preparation of final budget - Contents. The governing body shall meet at the time and place set pursuant to section 40-40-06 and shall hear any and all protests or objections to the items or amounts set forth in the preliminary budget statement. At the hearing, the governing body shall make any changes in the items or amounts shown on the preliminary budget statement as it may deem advisable except as limited in this chapter, and shall prepare the final budget, which must consist of the preliminary budget with the addition of columns showing:</p> <ol style="list-style-type: none"> 1. The final appropriations for the various expenditure items specified in the preliminary budget statement. The final appropriation of any fund total may not exceed the total amount requested in the preliminary budget. 2. The estimated amount of unencumbered cash on hand at the end of the current year may not include cash or investments of the equipment replacement fund as provided in section 40-40-05. 3. The levy amount determined by subtracting the total resources from the total appropriations and cash reserve for each fund. The governing body may increase the levy an additional five percent for delinquent tax collections. 4. The certificate of levy which includes a summary of the amount levied for each fund and the total amount levied.
September	Treasurer	Prepare for meeting	Home	Quarter Payroll Closeout at Meeting, remind officers to bring in their Payroll items. have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update
September	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
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September	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
October	All	Gibbs Twp Budget Meeting (periodic)	Shop, Burleigh Co	Township Issues, NDTOA Attendance, Reports of Sec & Tres
October	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
October	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
October	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
October	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
November	All	Gibbs Twp Budget Meeting (periodic)	Shop, Burleigh Co	Township Issues, NDTOA Attendance, Reports of Sec & Tres
November	Treasurer	Prepare for meeting	Home	have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update.
November	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
November	Clerk	Compile Last Meeting Minutes, email to Gibbs Twp Officers for review, corrections and possible acceptance	Home	Update Gibbs Twp on Website with unapproved and approved minutes
November	Clerk	Website Update (if needed)	Home	Update items for Gibbs Twp on Website
December	All	Gibbs Twp Budget Meeting (periodic)	Shop, Burleigh Co	Executive Meeting, Review Co Hwy Dept Contract, Officer Only, bill pay, time sheet turn in; Minutes are available upon request after the meeting
December	All	Day 1 - North Dakota Township Officers Association (NDTOA) Annual Convention	Ramada by Wyndham Bismarck, ND	

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December	All	Say 2 - North Dakota Township Officers Association (NDTOA) Annual Convention	Ramada by Wyndham Bismarck, ND	
December	All	Review Co Hwy Dept Contract	Shop, Burleigh Co	
December	Treasurer	Prepare for meeting	Home	Quarter Payroll Closeout at Meeting, remind officers to bring in their Payroll items. have bills ready for review, Print out Any Applicable ATR Reports for Board of Supervisors or Audits Board. Export to PDF and email to Clerk for website update
December	Clerk	Prepare for meeting	Home	Compile correspondence, notes, messages etc. for board review and action.
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