

Auditor Meeting

Date / Time, Location of Scheduled:	3, 10, 2026 7:00 p.m. Burleigh County Highway Department		
Date / Time of Call to Order:	7:00 p.m.	Date / Time of Adjournment:	8:30 p.m.

1. Call to Order at 7:00 p.m. by Bruce Schirado. Members present – Bruce Schirado, Paul Gjellstad, Heidi Schirado, Gerald Miller and Debbie Staloch.
 - Guests – Casey Einrem and Greg Owen.

2. Attendance (Roll Call): Quorum consists of two elected supervisors (Board of Supervisors - BoS), and the township clerk or the appointed clerk of the meeting.

Position	Name	Date Elected / Appointed (initial)	Current Term Period
Supervisor Chairperson: (3-yr Term)	Bruce Schirado	2025	2025-2026
Supervisor: (3-yr Term)	Paul Gjellstad	2025	2025-2028
Supervisor: (3-yr Term)	Gerald Miller appointed on 9/30/25		
Deputy Clerk: (2-yr Term)	Deb Staloch	2022	2022-2026
Treasurer: (3-yr Term)	Heidi Schirado	2022	2022-2026
Assessor: (3-yr Term)	Allan & Kimberly Vietmeier	N/A	Contracted *
Overseer of Highways:	Tim Fast	2025	Appoint:
Weed Board Rep:			Appoint:
Bis/Man Zoning Board Rep:			Appoint:

- Approval of the Minutes from the previous Meeting

Motion by Paul Gjellstad and Second by Gerald Miller to approve the minutes from 01/13/2026 meeting. Motion passed.

- Clerk Report

Abatements for Disabled Veterans Credit:

1. Matthew Buchholz – 7960 Scenic Hills Rd
2. Daniel & Claudette Job -1501 Countryside Dr
3. Travis & Kylie Ktytor – 8506 Rolling Hills Rd

Motion by Gerald Miller and 2nd by Paul Gjellstad to approve the Abatements. Motion passed.

49th NDTOA Annual Meeting Burleigh County Township Officers Association will be held at the AMVETS in Bismarck on Wednesday, March 11, 2026 at 9:30 a.m.

Received the packet for the Annual Township Meeting.

Debbie Staloch announced her resignation as Deputy Clerk for Gibbs Township. A resignation letter will be presented at the Gibbs Township Annual Meeting on March 18th 2026.

Received an Assessment notice from Allan Vietmeier (Tax Equalization Director). The legislation has changed for 2026 assessment cycle now requires that all properties be sent notice of their value. There are approximately 1447 parcels at a \$1.00 per parcel.

Motion by Gerald Miller and 2nd by Paul Gjellstad to have The Tax Equalization office send those out on Gibb's Township behalf.

- Treasurer's Report presented by Heidi Schirado.

Bills:

General Liability Coverage	\$380.00
Tao Interactive Inc.	\$414.85
Work Force Safety	\$250.00
NDTOA dues	\$325.00

Motion to pay bills by Paul Gjellstad and Second by Bruce Schirado. Motion passed.

Motion to accept Treasurer report by Paul Gjellstad and Second by Bruce Schirado. Motion passed.

Motion to accept Audit review by Paul Gjellstad and Second by Bruce Schirado. Motion passed.

- Area Reports

None

- Old Business

Gerald Miller will bring New Handbooks for NDTOA at the next meeting for Board members.

- New Business

- Use of BCHD building for Meetings

Discussion on where Gibbs Township can meet for future Township meetings. Casey Einrem suggestions include zoom, City County building on 5th street but Gibbs Township would have to meet earlier than 7:00 p.m. also mentioned was the Providence building. Casey states that the Annual Township meeting would be ok at the BCHD but would like Gibbs Township to transition to a new location for future meetings. Heidi Schirado has researched some options such as Bismarck Parks and Rec-Aquatic Center which is \$30.00 per hour. Or the Bismarck Public Library meeting rooms which is \$10.00 for 4 hours. No decision made at this time.

Off highway vehicle (OHV) discussion.

Paul received a phone call from a Gibbs Township resident about the resident's private driveway/approach.

Capital Electric Greg Owen - Franchise Agreement – 20-year term

(See attachment) pending signature

Motion from Gerald Miller and 2nd by Paul Gjellstad to accept with changes as stated in the charter.

- Next Meeting at the Burleigh County Highway Department

- Annual Meeting at 6:00 p.m.
March 18, 2026

- Regular Meeting at 7:00 p.m.
March 18, 2026

- Adjournment

- Meeting was adjourned at 8:30 p.m.
 1. Motion to adjourn by Paul Gjellstad, Second by Bruce Schirado. Motion passed.