

## Welcome to Your County Board Meeting

Welcome to the meeting of the Hubbard County Board of Commissioners. The Board is pleased you have shown an interest in Hubbard County affairs by attending. It is the desire of the Board that interested citizens participate in the deliberations of our meetings and that residents of the County become aware of the procedures to be followed. The following information will help familiarize you with the function and organization of our meetings, and outline the procedures you should follow so that you may actively participate in the meeting.

Hubbard County is governed by the Hubbard County Board of Commissioners. Your Board of Commissioners is composed of five members elected to serve overlapping terms. They represent the five districts of the county (see map) and serve staggered four-year terms of office. The election of Board members takes place on the first Tuesday in November of even-numbered years and all members are elected by district. New Board members take office at the first meeting in January in the year following their election (the first Tuesday after the first Monday of January per M.S. §375.07). This meeting is referred to as the Annual Meeting.

### Hubbard County Commissioners - 2024

Dist.	Name	Address	Phone Number e-mail address
1	David De La Hunt	18602 Estate Drive Park Rapids, MN 56470	218-616-4029 david.delahunt@co.hubbard.mn.us
2	*Charlene Christenson	24496 Hazel Wood Drive Park Rapids MN 56470	218-616-2181 char.christenson@co.hubbard.mn.us
3	Tom Krueger	12621 Bethel Trail Nevis, MN 56467	218-616-4069 tom.krueger@co.hubbard.mn.us
4	**Steve Keranen	27415 240 <sup>th</sup> St. Nevis, MN 56467	218-616-1976 Steven.keranen@co.hubbard.mn.us
5	Ted Van Kempen	22091 County Rd 118 Laporte, MN 56461	218-616-4073 ted.vankempen@co.hubbard.mn.us
*2024 Chairman of the Board		**2024 Vice Chairman of the Board	



# Commissioner Districts

**District 1: Up for Election in 2026**  
 David De La Hunt  
 18602 Estate Drive  
 Park Rapids, MN 56470  
 218-616-4029  
 david.delahunt@co.hubbard.mn.us

**District 2: Up for Election in 2024**  
 \*Charlene Christenson  
 24496 Hazel Wood Drive  
 Park Rapids, MN 56470  
 218-616-2181  
 char.christenson@co.hubbard.mn.us

**District 3: Up for Election in 2026**  
 Tom Krueger  
 12701 Beach Drive  
 Nevis, MN 56467  
 218-616-4069  
 tom.krueger@co.hubbard.mn.us

**District 4: Up for Election in 2024**  
 Steve Keranen  
 27415 240<sup>th</sup> St.  
 Nevis, MN 56467  
 218-616-1976  
 steven.keranen@co.hubbard.mn.us

**District 5: Up for Election in 2026**  
 Ted Van Kempen  
 22091 County Road 118  
 Laporte, MN 56461  
 218-616-4073  
 ted.vankempen@co.hubbard.mn.us

\* Indicates Board Chair



### **Purpose of the Board Meeting**

The Board has complete and final control over County matters subject only to the limitations imposed by state law, and of course, the will of the County residents. During Board Meetings, the Commissioners develop policy, make decisions, and make or amend laws for governing the county. The Board’s responsibilities include establishing a county budget and tax levy, setting policy for delivery of services, and approving and revising ordinances.

The Chair is the presiding officer during Board Meetings and the Vice-Chair presides in the Chair’s absence. The County Administrator serves as the recording clerk to the Board. The Board of Commissioners must have a quorum, of three members present before it can take official action. All Board actions must be approved by a majority of three or more of the members present.

### **Board Meeting Schedule & Location**

Hubbard County Board Meetings are held on the first and third Tuesday of the month, at 9:00 a.m. The meetings are held in the County Board Room located on the third floor, Room 324 of the Hubbard County Government Center, located at 301 Court Avenue, Park Rapids, Minnesota. Park Rapids is the county seat. Board meeting agendas, meeting minutes, directions to the Courthouse, and additional county information may be found on the county website, [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us) . There is a new self-subscribe option on the Agendas and Minutes section of the county website.

### **2024 Board Meeting Schedule**

<b>Month</b>	<b>Meeting Date</b>	<b>Meeting Date</b>	<b>Month</b>	<b>Meeting Date</b>	<b>Meeting Date</b>
<b>January</b>	01/02/24	01/16/24	<b>July</b>	07/02/24	07/16/24
<b>February</b>	02/06/24	02/20/24	<b>August</b>	08/06/24	08/20/24
<b>March</b>	03/05/24	03/19/24	<b>September</b>	09/03/24	09/17/24
<b>April</b>	04/02/24	04/16/24	<b>October</b>	10/01/24	10/15/24
<b>May</b>	05/07/24	05/21/24	<b>November</b>	11/05/24	11/19/24
<b>June</b>	06/04/24	06/18/24	<b>December</b>	12/03/24	12/17/24

Any changes to this schedule, special or emergency meetings as needed will be posted on the county website. All meetings of the full Board (regular, special, emergency, and continued) are open to the public. In fact, the public is encouraged to attend.

### **Board Meeting Agenda**

Meetings of the Board of Commissioners will follow a standard agenda. The agenda lists the items to be addressed by the Board. Agendas and minutes are available on the county website: [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us). The most current agenda is made available on the Thursday prior to the next regular meeting. Draft minutes are made available once they are attached to the next regular meeting agenda and made available in the legal newspaper once approved at a regular board meeting. Agenda items not

placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To schedule an item on the agenda, the following procedures should be used:

The applicant should provide a written or oral request to the Administrator's Office at least 8 calendar days prior to the scheduled meeting. The request should include the name, address, and telephone number of the person(s) making the request, a statement describing the action the applicant(s) requests the Board to take, and the background information outlining the reasons for the request. This information is emailed to the Board 6 calendar days before the meeting.

Parties with matters that are department-specific are encouraged to discuss them with the Department Manager of the respective department and their district commissioner before scheduling attendance at the Board meeting.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

For more information or to request an item to be placed on the County Board Meeting Agenda, call the Administrator's office at 218 732-2336.

#### **Rules for Public Input:**

Members of the audience are encouraged to be heard during the public input portion of the meeting and/or before the Board discussion of the agenda item. Citizens shall state their name and address for the record at the beginning of their public comment. Participants will be allowed 3 minutes for their presentation unless the time limit is waived by a Board majority. When there are a large number of speakers to be heard, the Board may shorten this time. Any speaker can yield his/her time to another speaker. The Chair may restrict or limit the time allotted to a person whose remarks are repetitive or are not germane to the matter under consideration by the Board.

Interruption or other interference with the orderly conduct of the Board of Commissioners cannot be allowed. Defamatory, abusive remarks or insulting comments and threats of violence are always out of order. The presiding officer (Chair) may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks. Consequences for failure to comply can include ejection from the meeting.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under the jurisdiction of the Courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

## **Decorum**

Each member of the County Board shall cooperate with the Chair in preserving order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the Board, disturb any member while speaking, or fail to abide by the orders of the Board or its Chair, except as specifically permitted by these Rules.

County Board meetings shall be conducted in a courteous manner. Citizens, Commissioners, and Staff will be allowed to state their positions in an atmosphere free of slander, personal attacks, threats of violence, or the use of the Board meeting as a forum for politics. Sufficient warnings may be given by the Chair at any time during the remarks and, in the event that any individual shall violate the rules of decorum set forth, the Chair may then cut off comment or debate. Any person who makes disrespectful or slanderous remarks, or conducts himself in a boisterous manner may be removed from the meeting.

## **Public Hearings at Board Meetings**

Public Hearings are held as separate items of business on the agenda. Public Hearings are the public's opportunity to present information and express their opinions to the County Board on a specific county issue. Before a Public Hearing being held, a Notice of Hearing must be published in the county's official newspaper. The public notice is also posted on the county website. Public attending the hearing who wish to speak on the subject are requested to register, providing their name for the official record.

### **Public Hearing Procedure:**

1. Board Chair opens the Public Hearing.
2. County Staff presents information on Public Hearing subject.
3. Speakers from the public make presentations and/or comments.
4. Board Chair closes Public Hearing.
5. Commissioners discuss the Public Hearing subject.
6. Commissioners may take action or may refer the matter to a future date for further consideration. The date and time will either be announced or will be published in the county's official newspaper.

## **Closed Sessions**

Closed Sessions are meetings closed to the public. State law allows such meetings on a limited range of subjects, such as actual or threatened litigation, labor negotiation strategy, and negotiation or purchase of real property. Other permitted closed session subjects are personnel evaluation (at the request of the employee) and consideration of allegations or charges against an employee.

## **Rules of Order**

Modified Roberts Rules of Order are adopted as the official parliamentary authority governing rules of procedure for the Hubbard County Board of Commissioners meetings. In addition, these rules of order are designed to help define and maintain “decorum.” The Board of Commissioners desires public participation at its meetings but also has the responsibility for conducting its business in an orderly fashion. The Board Chair will provide the audience with an opportunity for public input and/or to amend the agenda at the beginning of each meeting.

### **Frequently Used Terms at Board Meetings**

**Resolution:** A resolution or formal statement of opinion may be passed expressing the policy of the County Board or directing certain types of administrative action.

**Ordinance:** This is a governmental authority law enacted or amended after adoption at a required Public Hearing presided over by the County Board. Notice of the Public Hearing is published in the official county newspaper at least 10 days before the Public Hearing. An ordinance is the most binding and permanent act of the Board and may be repealed or changed only by a subsequent ordinance or amendment to it.

**Table Action:** When the County Board has not decided to take a definite action or when additional information is needed, the Commissioners may vote to remove the agenda item from immediate consideration.

**Work Session:** Informal discussion with staff. No vote occurs.

**Advisory Committees:** The County has many advisory committees and encourages citizens to consider serving on one of them as an integral part of county government. For more information about the committee process and openings, please call the County Administrator’s office at 218-732-2336, or contact your County Commissioner.

### Hubbard County Department Contacts

Administrator	Jeff Cadwell	732-2336
Attorney	Jonathan Frieden	732-4133
Victim Services Coordinator	Jill Christenson	732-4133
Court Administration	Carissa Scholz	732-3573
Judge of District Court	Robert Tiffany	732-3140
Extension Office	Mary Jo Lohmeier	732-3391
Auditor/Treasurer	Kay Rave	732-3196
Human Resources Director	Gina Teems	732-2362
IT Director	Fred Stinar III	732-2490
Assessor	Maris Shepherd	732-2266
Environmental Services	Eric Buitenwerf	732-3890
Recorder	Lauren Anderson	732-3552
Building & Grounds Maintenance Mgr.	Bobby Wilkins	732-2520
Medical Examiner	Dr. Kelly Mills, M.D.	651-266-1700
Probation Officer	Joe Peterson	732-9343
Ag Inspector/Parks & Recreation	Greg Hensel	732-4270
Public Works Coordinator	Jed Nordin	732-3302
Solid Waste Director	Joshua Holte	732-9568
Land Commissioner	Cory Kimball	732-4270
Land Survey	Ryan Miller	732-7016
Social Services Director	Brian Ophus	732-1451
Veteran Services Officer	Jerrold Bjerke	732-3561