

**AGENDA (SPECIAL MEETING)**

Thursday, January 5, 2017 – 5:30 P.M.

I. **CALL TO ORDER**

A. **ROLL CALL/DETERMINATION OF QUORUM**

II. **BUSINESS**

A. **COUNCIL APPLICANT INTERVIEWS (WARD 3) (Packet)**

III. **ADJOURNMENT**

**CITY OF LITCHFIELD**  
**RESOLUTION NO. 16-12-200**  
**ADOPT INTERVIEW PROCESS FOR**  
**COUNCIL APPLICANTS**

**WHEREAS**, Council Member Lorensen has submitted his resignation from the office of Ward Three (3), and

**WHEREAS**, the City Council has declared a vacancy for the office of Council Member Ward Three (3), and

**WHEREAS**, the remaining term for the position is through December 31, 2018, and

**WHEREAS**, the Council reviewed the questions that were asked applicants on the most recent City Council Member vacancy which was filled by Council vote on June 3, 2013, and

**WHEREAS**, the Council also discussed voting procedures to determine the appointment,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby adopts the following questions for Council Member applicants:

1. Could you please profile yourself so that we can get to know you better?
2. Why do you want to serve on the City Council?
3. What is the greatest asset you bring to the job and what do you feel is the greatest asset of the City of Litchfield?
4. What do you foresee as the greatest challenge facing Litchfield in the next five to ten years and what would you do to solve it?

**BE IT FURTHER RESOLVED** that the Council votes by an identifiable ballot for each Council Member and keeps voting until an applicant has an established majority of the votes, and

**BE IT FURTHER RESOLVED** that the interviews be rescheduled to January 5, 2017 at 5:30 p.m.

Adopted by the City Council this 19th day of December, 2016.

Attest:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

November 21, 2016

Dear Litchfield City Council,

I would like to take this opportunity to apply for the Ward 3 City Council position. I have been a life-long resident of Litchfield and I am very interested in the future of our community. I have recently retired from 3M and feel I have the time to devote to this position.

I have enclosed my resume which outlines my personal, professional, and volunteer activities. This includes my contact information.

I am the type of person who follows through with commitments. I would like to represent the community and I am willing to learn what it takes to be a good council person. Please contact for an interview if needed.

Sincerely,

A handwritten signature in blue ink that reads "Betty G. Allen". The signature is written in a cursive style with a large, looped initial "B".

Betty Allen

Date Received 11/28/16  
Received By N.P.

**CITY COUNCIL APPLICATION**

NAME: Betty Allen  
PHONE #: 320-693-8997 - 320-221-0477  
ADDRESS: 803 S. Armstrong  
Litchfield Mn 55353

POSITION APPLYING FOR:

**LITCHFIELD CITY COUNCIL WARD 3**

BRIEFLY TELL US WHY YOU ARE INTERESTED IN SERVING:

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TELL US WHAT QUALIFICATIONS YOU HAVE THAT MAY ASSIST YOU IN SERVING ON THE CITY COUNCIL:

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IF YOU LIKE, TELL US ANY ADDITIONAL INFORMATION:

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NOTE: You may also write on the back side or attach extra information.

**AFFIRMATION**

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office, 21 years of age or more;
- I have maintained residence in Ward 3 for at least 30 days.

Applicant Signature Betty Allen

Date 11-28-16

**Betty Allen**

**Address:** 803 Armstrong Ave S, , Litchfield, MN 55355

**Land Phone:** 320-693-8997

**Email:** richard.h.allen@hotmail.com

**Cell Phone:** 320-221-0477

**Volunteer Experience**

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**First Lutheran Church:**

Past Sunday School Teacher

Past member of Church Council

President -elect of WELCA

**Compassionate Friends:**

Member 2.5 year

**Lake Ripley Cemetery Citizen's Committee:**

Current Chair

**Ameri-Corps Legacy Corps Hospice for Veterans and Military families**

Initial training

**Professional Experience**

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**3M:**

Employed 41.5 years, currently retired

3M Emergency Team member for 15 years

3M Club officer for five 3 year terms

3M Employee Picnic Chair 31 years

3M Children Christmas Party Chair 15 years

3M Family Day Committee

**Bernick's Pepsi:**

Employed part time for 19 years

**Essence of Flowers:**

Employed part time for 10 years

**Memberships**

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Member of American Legion Auxiliary

**Family**

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Married for 46 years to Richard Allen

Children Marlana McGraw, Amy Decker, and Ryan Allen

Grandchildren: 8, ranging in ages from 10 to 23 years



City of Litchfield

CITY COUNCIL APPLICATION

Date Received 12/21/16

Received By Jane Z. Hutton

NAME: Joseph Berube Sr.  
PHONE #: (320) 593-0312  
ADDRESS: 801 S. Chandler Ave  
Litchfield, MN 55355

POSITION APPLYING FOR:

**LITCHFIELD CITY COUNCIL WARD 3**

**BRIEFLY TELL US WHY YOU ARE INTERESTED IN SERVING:** I am interested in the Litchfield City Council Ward 3 position because I have a genuine desire to serve my community and to work towards its continued success. I chose to return to Litchfield after my years of military service and continued to live here as I commuted to various jobs, but now I work in our great town running an Edward Jones office. I have three school age children that my wife Amy and I have chosen to and my adult son Joe Jr also works in the community. There are a lot of marvelous aspects of our little town and I want to preserve those and work at improving other areas like bringing young families into our community. If selected, I will endeavor to serve the citizens of my ward to the best of my abilities and always listen to their needs and concerns.

**TELL US WHAT QUALIFICATIONS YOU HAVE THAT MAY ASSIST YOU IN SERVING ON THE CITY COUNCIL:** I have served on the VFW's Lounge Committee since 2008 and as the VFW Commander from 2013 to 2016 (three terms). I served on the First Lutheran Church Council from 2010-2011 (resigned due to deployment to Afghanistan). I have served in the Army for over 30 years, the majority of which I have been a military leader serving in various capacities with groups planning, budgeting, and briefing for approval of various projects. I have experience working in organizations utilizing parliamentary procedures and Robert's Rules of Order, and working with others possessing different opinions for the common good of all. I have long been a resident of Ward 3; I am a parent of three school-age children; I am a Veteran; I am a community leader in Veteran organizations; and I am a local businessman.

**IF YOU LIKE, TELL US ANY ADDITIONAL INFORMATION:** My parents, Pat & Gary Smith, raised me in Ward 3 on S. Holcombe and I have been a homeowner in Ward 3 since 1999. My wife Amy is a Litchfield native and her parents Dan & Teresa Christopherson still reside in Litchfield. I have a genuine desire for public service as exemplified by my over 30 years of service in the military (10 years active Army, 20 years in the MN National Guard (two combat deployments), and currently serving as a Lieutenant Colonel in the U.S. Army Reserves. I have a son (Joe Jr.) that graduated from Litchfield and works in town and three younger sons that still live at home and I run an Edward Jones office located on N. Marshall Ave. I have a vested interest in our community and I have a genuine desire to work towards its continued success.

NOTE: You may also write on the back side or attach extra information.

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I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office, 21 years of age or more;
- I have maintained residence in Ward 3 for at least 30 days.

Applicant Signature

Joseph L. Berube

Date December 17, 2016