



8301 Valley Creek Road • Woodbury, MN 55125-3330 • woodburymn.gov
651-714-3500 • TDD 651-714-3568 • FAX 651-714-3501

September 2023

Dear Applicant:

Thank you for your interest in Woodbury's Advisory Boards and Commissions. Advisory Board members are appointed by the City Council and serve on a voluntary basis. Terms generally are for three years. New appointees begin their terms in January.

This year, there will be some openings on the following commissions (description of each commission is attached to this letter):

- Audit and Investment Commission
- Planning Commission
- Economic Development Commission

This year there are up to two openings on the Parks and Natural Resources Commission and Planning Commission for 10th and 11th grade high school students who are Woodbury residents. The term length for students is one year with the possibility of serving a two year term as determined by the City Council.

The City Council will interview applicants on Saturday, November 4, 2023. You will be contacted by City staff to schedule an interview time. Criteria for evaluation include: personal and professional experience which may relate to the subject areas of the board or commission; knowledge of the community, knowledge of city government process; contribution to creating or maintaining a diversity of membership with respect to geographic location, gender or race; and experience from similar appointments.

Completed applications must be returned by 4:30 p.m. on Friday, October 13, 2023 to Woodbury City Hall, 8301 Valley Creek Road. If you have questions regarding this process, please contact City Clerk Kim Blaeser, Administration Department, at kim.blaeser@woodburymn.gov or at 651-714-3524.

Thank you again for your interest in Woodbury's Advisory Boards and Commissions.

Sincerely,

Anne W. Burt
Mayor

Attachment



2023 Application for Appointment to a Volunteer Advisory Board/Commission

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Please complete this application form if you are interested in being considered for a position on a volunteer advisory board/commission. Return your application to Kim Blaeser, City Clerk, City of Woodbury, 8301 Valley Creek Road, Woodbury, MN 55125 or email to kim.blaeser@woodburymn.gov **by 4:30 p.m., Friday, October 13, 2023**

Please Print:

Name: _____
First Name Last Name

Address: _____
Street Address City Zip Code

Phone: _____
Home Work Cell

Email address: _____

How long have you been a Woodbury resident? _____

Have you submitted an application to serve on a City of Woodbury Advisory Commission in the past? _____ Yes _____ No If yes, please provide years submitted _____

Please rank the board(s) or commission(s) on which you would like to serve (1, 2, 3, etc.):

_____ Audit and Investment Commission

_____ Planning Commission

_____ Economic Development Commission



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1. Employer: _____ Occupation: _____

2. Please describe your educational background: _____

3. Are you familiar with the Woodbury Community Foundation Citizens' Academy? Please describe: _____

4. What Woodbury community activities have you been involved in? _____

5. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission: _____

6. Why do you wish to serve on a city advisory board/commission: _____

7. Have you been involved in any activities, other than those already mentioned, which may have given you knowledge of City government? Please describe: _____

8. Please describe any other information you would like us to know: _____



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Potential Conflicts:

I am not available for board or commission meetings on the following days/evenings (circle):

Monday Tuesday Wednesday Thursday Friday

Are you or any of your family members presently employed by the City of Woodbury or serving on any of the City’s advisory boards/commissions?

Yes _____ No _____ If yes, please explain: _____

Conflicts of Interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you, or an immediate family member of your household, have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory board could give rise to a conflict of interest?

Yes _____ No _____ If yes, please provide details on a **separate sheet of paper.**

Do you or an immediate family member of your household, own any real property located in Woodbury, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes _____ No _____ If yes, please provide details on a **separate sheet of paper.**

Data Practices Advisory

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a commission/board. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will, therefore, be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for an appointment. If you have concerns about providing any of the requested information, please contact Kim Blaeser at 651-714-3524 or kim.blaeser@woodburymn.gov.

Thank you again for your interest in serving on an advisory commission/board for the City of Woodbury.

Applicant’s Signature

Date

City of Woodbury

2023 Advisory Commission Descriptions

Audit and Investment Commission – The Audit and Investment Commission (AIC) assists the City Council in reviewing the city's financial affairs. Responsibilities include recommending the appointment of the independent auditors and reviewing the following: annual financial information the annual audit report and management letter; the adequacy and effectiveness of accounting and financial controls (working with the independent auditors); the city's investment policy and portfolio and review City Council salaries and benefits. The commission also serves as a communication link between the City Council and the independent auditor. The AIC generally meets two times per year. The commission meets several times throughout the year at 7:30 a.m. at City Hall.

Economic Development Commission –As an advisory commission to the City Council, the Economic Development Commission (EDC) is responsible for developing a [strategic plan](#) for economic development for the city, including long-range strategies for economic development. The commissioners recommend economic development policies and programs to the City Council and work with the City Council and staff to promote the city, attract economic growth and development, and retain businesses in the community. Each year, the EDC produces an annual report for the City Council detailing the community development activities of the past year. The report also provides a summary of residential and commercial construction activities and outlines the progress that has been made toward achieving the goals of the strategic plan. The EDC meets several times a year as projects or programs are reviewed and discussed. Meetings are held at 7:30 a.m. at City Hall.

Planning Commission –Planning Division provides staff support to the Planning Commission, which serves as an advisory body to the City Council by making recommendations regarding commercial/industrial site plans, subdivisions, conditional use permits, planning, zoning and sign regulations, and other planning related items. The commission meets on the first Monday of each month at 7 p.m. at City Hall. If additional meetings are needed, they will be scheduled on the third Monday of the month.