



8301 Valley Creek Road • Woodbury, Minnesota 55125-3330 • www.ci.woodbury.mn.us
651/714-3500 • TDD 651/714-3568 • FAX 651/714-3501

September 2020

Dear Student Applicant:

Thank you for your interest in Woodbury's Advisory Boards and Commissions. Student Advisory Commission members are appointed by the City Council and serve on a volunteer basis.

This year, there are up to two openings on the Parks and Natural Resources Commission and Planning Commission for 11th and 12th grade high school students who are Woodbury residents. The term length for students is one year (description of each commission is attached to this letter):

- Parks and Natural Resources Commission
- Planning Commission

The City Council will interview applicants on Saturday, November 21, 2020. You will be contacted by City staff to set up 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; experience from similar appointments.

Completed applications must be returned by 4:30 p.m. on Wednesday, October 21, 2020 to Woodbury City Hall, 8301 Valley Creek Road. If you have any questions regarding this process, please contact Kim Blaeser, City Clerk, at (651) 714-3524 or at kim.blaeser@woodburymn.gov.

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

Sincerely,

A handwritten signature in cursive script that reads "Anne W. Burt".

Anne W. Burt
Mayor

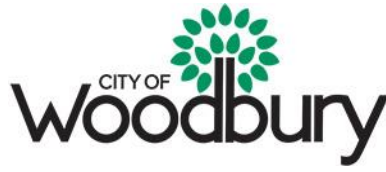
Attachment

City of Woodbury

2020 Advisory Commission Descriptions

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. If additional meetings are needed, they will be scheduled on the third Monday of the month.

Parks and Natural Resources Commission – There are three functional areas of the Parks and Natural Resources Commission: parks, natural resources and recreation. The commission is responsible for advising the City Council and other advisory commissions regarding matters relevant to parks, natural resources, and recreation functions reflecting the attitudes and concerns of the citizens of Woodbury. The commission encourages the conservation and preservation of natural resources in order to achieve a more sustainable community. The commission also encourages the dissemination of information to, and coordination with, individuals and organizations interested in parks, natural resources and recreation functions such as garden clubs, civic organizations, other communities and other groups providing recreation programming in the city such as athletic groups. Meetings are generally scheduled at the HealthEast Sports Center, upper level conference room, for the first Tuesday of every month at 7 p.m.



2020 Student Application for Appointment to the Parks and Natural Resources Commission and Planning Commission (Volunteer Advisory Commissions)

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651-714-3524 • Fax 651-714-3501

Please complete this application form if you are interested in being considered for a student volunteer position on either the Parks and Natural Resources Commission or the Planning 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. Wednesday, October 21, 2020.**

Please Print:

Name: _____
First Name Last Name

Address: _____
Street Address City Zip Code

Phone: _____
Home Cell

Email address: _____

How long have you been a Woodbury resident? _____

Please rank the commission on which you would like to serve (1, 2):

_____ Parks and Natural Resources Commission

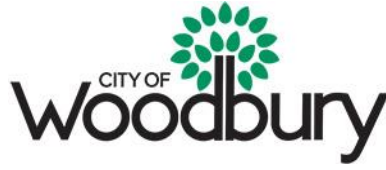
_____ Planning Commission

Name of School Attending: _____

Grade Level: 11th grade or 12th grade (circle one)

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

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What is your employment history? _____

List any service organizations, volunteer opportunities or Woodbury community activities you have been involved in: _____

Please briefly state why you want to serve on either the Parks and Natural Resources Commission or the Planning Commission: _____

If appointed to the Parks and Natural Resources Commission or the Planning Commission, what do you hope to gain from the experience? _____

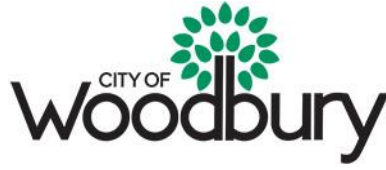
Potential Conflicts:

I am not available for 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: _____



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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