



**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
May 11th 2026
6:00 P.M.**

MISSION STATEMENT

The purpose of the Birchwood Village Connection Committee is to advise the City Council on opportunities for residents to gather including how to fund each activity.

Committee Members

Jamie Eisele, Chair
Nan Drews, Secretary
Jane Wernet, Member
Shelley Ross, Member
Jennifer Arsenault, Council Liaison

CALL TO ORDER

APPROVE AGENDA

OPEN PUBLIC FORUM

APPROVE MINUTES FROM PREVIOUS MEETING

COMMITTEE BUSINESS - REGULAR AGENDA

2. Community Survey

- Review and approve final survey questions.
- Determine the date the survey will be sent to the community and closing date
- Discuss how survey responses will be reviewed and shared.

3. Connections Committee Email Address

- Determine who will monitor the inbox - City Clerk?
- Establish expectations for response times and message handling.
- Decide how emails should be documented or shared with the committee.

* Denotes items that have supporting documentation provided

4. Ice Cream Social Planning

- Review proposed event details for Council approval
- Discuss overall budget for Council approval
- Identify setup items needed - tables, coolers, signage, serving supplies, and trash/recycling.
- Determine how many volunteers are needed
- Assign roles and responsibilities.

5. Rock Caterpillar Project

- Review project concept and location.
- Discuss overall budget for Council approval
- Identify setup items needed, including rocks, paint, sealant, signage, and placement materials.
- Determine volunteer needs and timeline.

6. Future Events

- Discuss possible late summer and fall event ideas.
- Identify preferred dates, locations, and budget considerations.

ADJOURN



**MINUTES OF THE REGULAR MEETING OF THE
BIRCHWOOD VILLAGE CONNECTIONS COMMITTEE
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**APRIL 13, 2026
6:00 P.M.**

Committee Members

Jamie Eisele, Chair
Nan Drews, Secretary
Ashley Belisle, Member
Shelley Ross, Member
Jane Wernet, Member
Jennifer Arsenault, Council Liaison

CALL TO ORDER

The meeting was called to order at 6:04 pm.

APPROVE AGENDA

Motion: Nan Drews; Second: Jennifer Arsenault. Agenda approved by unanimous vote.

OPEN PUBLIC FORUM

N/A

APPROVE MINUTES FROM PREVIOUS MEETING

Motion: Shelley Ross; Second: Ashley Belisle. Minutes approved by unanimous vote.

COMMITTEE BUSINESS - REGULAR AGENDA

- Resident questionnaire: Discussed surveying Birchwood Village residents to help inform committee planning.
 - Survey platform: After researching survey platforms, committee determined Google forms as the best option. Jennifer Arsenault to speak with city's legal counsel to determine the best way to set up and maintain a Google account that the committee can use to conduct the survey.
 - Survey questions: Committee discussed the goal of the survey and questions to be asked. Shelley Ross to draft the survey questions and bring to the committee's May meeting for review and approval. Survey to include:
 - Paragraph introducing the BV Connections committee and survey goal.
 - Questions that measure residents' current level of connection with their neighbors and community, and level of satisfaction with that connection.
 - Questions about types of events and activities that would help

- residents feel more connected with each other.
 - Questions about resident's willingness to share skills and talents with neighbors and volunteer for city events.
 - Survey distribution: A link to complete the survey will be shared with Birchwood Village residents via weekly city email, city website, city Facebook page and the Birchwood Village Community Group on Facebook.
 - Survey dates: Tentative plan to send out survey in mid-May after the committee meets to review and approve it.
- Events planning: Discussed potential future events. Tentative plans made to host an ice cream social in June, with more discussion planned for the committee's May meeting. Other potential events and activities discussed include holiday decorating contests, an art show at City Hall, a Birchwood Village history tour, a walking club, rock decorating and a 'trunk or treat' event.
 - Event promotion: Committee discussed options for promoting future events via the city newsletter, city email, bulletin board at City Hall, and signage at city parks. The idea of creating a network of block leaders/ambassadors to help promote events and connection opportunities was discussed.
- SWAG quotes: Committee discussed options for creating and marketing City of Birchwood Village logoed items. Jamie Eisele shared quotes from a vendor for water bottles, notebooks, key tags and more. Shelley Ross to reach out to an apparel vendor for quotes on hats, visors, t-shirts, sweatshirts. Stickers, chip clips and can coolers were among other ideas proposed.

ATTACHMENTS

N/A

ADJOURN-

Motion: Nan Drews; Second: Shelley Ross. The meeting adjourned at 7:40 pm.

Next meeting: May 1 at 6 pm

Minutes submitted by Nan Drews

Birchwood Village Connections Committee is a volunteer advisory body dedicated to strengthening community connection, transparency, and civic participation. The committee works to ensure that residents feel welcomed and included in the life of the city by helping shape public events, outreach strategies, and opportunities for meaningful engagement.

We want to hear from you!

Please complete the following survey to help us gauge interest and topic options for potential events and activities offered to residents. Survey results are anonymous.

PLEASE SUBMIT RESPONSES BY JUNE 7

1. Rate how connected you currently feel within the Birchwood Village Community?
(1=none, 10=very)

2. Are you satisfied with that level of connection?

Yes

Somewhat

Very

3. What best describes your household?

Adult(s) only – ages 50+

Adult(s) only – ages 18-49

Family with children ages 11+

Family with children ages 0-10

4. Which events or activities would you potentially be interested in? (check all that apply)

HOLIDAY

Easter egg hunt

Pumpkin carving

Trunk or treat (community trick-or-treating in a parking lot)

Cookie exchange

Outdoor holiday light/decorating contest

Other: