

Birchwood Connection Committee



**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
June 8th, 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
Ashley Belisle, Member
Jane Wernet, Member
Shelley Ross, Member
Jennifer Arsenault, Council Liaison

CALL TO ORDER

APPROVE AGENDA

OPEN PUBLIC FORUM

APPROVE MINUTES FROM PREVIOUS MEETINGS

COMMITTEE BUSINESS - REGULAR AGENDA

- 1. Ice Cream Social Review and Reflection**
- 2. Community Survey Review**

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



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

**MAY 11, 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 6:07 pm.

APPROVE AGENDA

Motion: Nan Drews; Seconded by Jane Wernet. Agenda approved by unanimous vote.

OPEN PUBLIC FORUM

N/A

APPROVE MINUTES FROM PREVIOUS MEETING

Unable to approve minutes because copies have not yet been shared with the committee. Minutes will be approved at the next meeting in June.

COMMITTEE BUSINESS - REGULAR AGENDA

- **4th of July Parade**
 - Guest Kathy Weier from Birchwood Village Community Club requested support from the committee to help cover insurance costs and volunteer needs for this year's 4th of July parade, which is celebrating its 75th anniversary this year. Kathy will provide the committee with a schedule of events and specific volunteer needs after the club's next meeting on 5/21.
 - **Motion** by Jane Wernet: Partner with Birchwood Village Community Club to assist with volunteers and planning to honor the 75th anniversary of the Birchwood Village 4th of July parade. As part of this partnership we also request that the city agree to provide the insurance coverage needed for the event. Seconded by Ashley Belisle. The motion passed unanimously.

- **Community Survey**
 - Committee discussed community survey that will be sent to the residents to help guide the committee's planning.
 - **Motion** by Ashley Belisle: After edits and testing/review have been completed, we approve the survey to be published and sent to residents beginning 5/14/26 and closing 6/7/26. Second: Shelley Ross. The motion passed unanimously.

- **Connections Committee Email Address/Communications**
 - Email address: The email address birchwoodvillageconnections@gmail.com has been created for the committee's use in gathering survey responses. All committee members will have access to this email inbox, with the committee chair responsible for monitoring, responding to and/or forwarding emails to city administrators for response as needed.
 - Communications: Committee chair agreed to provide news and updates on the committee's activity to city administrators for use in city newsletters and communications including email/direct mail newsletters, website, and social media.

- **Ice Cream Social/Rock Caterpillar Project Planning**
 - Committee discussed proposed ice cream social/craft activity event details and budget. The event will be held 6/7/26 from 5-6 pm, immediately before the first Music in the Park event. Budget assumes 75 attendees and will include serving supplies, ice cream and toppings, craft supplies, and signage.
 - **Motion** by Shelley Ross: Committee requests \$350 from city of Birchwood Village to cover expenses for the ice cream social and craft activity. Seconded by Wernet. The motion passed unanimously.
 - Committee discussed need to hold an additional meeting before the ice cream social event to finalize details and responsibilities.
 - **Motion** by Nan Drews: Committee to hold ice cream social event planning meeting on Tuesday 5/19 at 6pm. Seconded by Jane Wernet. The motion passed unanimously.

ATTACHMENTS

N/A

ADJOURN

Motion: Nan Drews; Second: Ashley Belisle. The meeting adjourned at 7:40 pm.

Next meeting (Ice Cream Social Planning): May 19 at 6 pm

Next monthly committee meeting: June 8 at 6 pm

Minutes submitted by Nan Drews, secretary, Birchwood Village Connections committee



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

**MAY 19, 2026
6:00 P.M.**

Committee Members Present

Jamie Eisele, Chair
Nan Drews, Secretary
Ashley Belisle, Member
Shelley Ross, Member
Jane Wernet, Member

Committee Members Absent

Jennifer Arsenault, Council Liaison - excused

CALL TO ORDER

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

APPROVE AGENDA

Motion: Nan Drews; Seconded by Shelley Ross. Agenda approved by unanimous vote.

OPEN PUBLIC FORUM

N/A

APPROVE MINUTES FROM PREVIOUS MEETING

Unable to approve minutes because copies have not yet been shared with the committee. Minutes will be approved at the next meeting in June.

COMMITTEE BUSINESS - REGULAR AGENDA

- **Ice Cream Social/Rock Caterpillar Project Planning**
 - Committee discussed proposed ice cream social/craft activity event details and budget. The event will be held 6/7/26 from 5-6 pm, immediately before the first Music in the Park event. Budget assumes 75 attendees and will include serving supplies, ice cream and toppings, craft supplies, and signage.
 - Discussed location, printing and lamination options for promotional signage.
 - Discussed creating a brand guide for BVCC promotional materials for use with all future events.
 - Discussed staging the event near the hockey rink closer to Music in the Park.
 - Discussed responsibilities, timing and budget for procuring the food, beverages, supplies, services and volunteer staffing needed for the event.
 - Discussed ways to make village residents, city councilors and parks committee members aware of and engaged with the event through personal contacts, city newsletters and social media.

ATTACHMENTS

N/A

ADJOURN

Motion: Shelley Ross; Second: Ashley Belisle. The meeting adjourned at 7:36 pm.

Next meeting: June 8 at 6 pm

Minutes submitted by Nan Drews, secretary, Birchwood Village Connections committee