



# COMMITTEE FOR COMMUNITY ENGAGEMENT MEETING

Tuesday, September 2, 2025  
Community Auditorium, 1915 Main Street

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**Heather Finnigan, Chair**  
**Madigan Shepherd, Vice Chair**

Katy Cannon, Secretary  
Sean Oelke  
Eva Conway McGuire  
Stephanie Fleischer, Staff Liaison

William Clark  
Sarah Petersen  
Brian Schimmel, Council Liaison

## [Zoom Meeting](#)

Meeting ID: 810 0555 3378  
Passcode: 543994

### A. Call to Order

1. Roll Call

**B. Public Comment:** Time is provided for anyone wishing to speak to the Committee for Community Engagement on an item not on the agenda or on the agenda. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Committee members present vote to extend the time. Zoom attendees may use the “Raise Hand” option to be called on.

**C. Consent Agenda:** Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Committee members who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. August 5, 2025 Meeting Minutes

### D. Additions/Deletions

### E. Discussion Items

1. **Table & Room Set Up:** 12 Tables, where to place for flow, interaction etc. Who has confirmed?
2. **Food Finalize:** Choose local, easy to eat (walk around)
3. **CCE Table:** What will we focus on? 4 areas we discussed (Economy, Comm. Growth, Health & Active Comm, Comm. Connection). Think we should focus on one.
4. **Member Roles:** Each member will have a role for the event. We will need front-area “Greeters”, people stationed at tables, and also individuals walking around to engage

with attendees and direct them to tables or assist them.

5. **Poster Update:** Discuss the poster and when we will print it. Divide the areas of FG to put up.
6. **Board Updates (If time allows):** Grocery store, board buddies.

#### **F. Reports**

1. Council Liaison Report
2. Staff Liaison Report

#### **G. Future Agenda Items**

#### **H. Adjournment**

**Americans with Disabilities Act (ADA) Notice:** The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, [mwoods@forestgrove-or.gov](mailto:mwoods@forestgrove-or.gov), at least 48-hours in advance of the meeting.

## August 5, 2025, Meeting Minutes

### 1. Call to Order

The Meeting was called to order at 5:34 PM.

Present: Heather Finnigan (Chair), Madigan Shepard (Vice Chair), Katy Cannon, William Clark, Sean Oelke, Sarah Petersen, Stephanie Fleischer (Staff Liaison), Brian Schimmel (Council Liaison)

### 2. Public Comment:

None

### 3. Consent Agenda:

- a. June & July minutes approved

### 4. Additions/Deletions:

None.

### 5. Discussion Items:

- a. Honored Guests: who to invite, final list

- i. Adalante
- ii. Boards & Commissions
- iii. CCE
- iv. Centro
- v. Chamber of Commerce
- vi. City Club
- vii. Community Development
- viii. FG School District
- ix. FGPD
- x. Fire
- xi. Pacific University
- xii. Parks & Rec
- xiii. Trimet

- b. Choose who to personally invite (CCE members to invite 2-3 guests)

- c. Tables (what groups have committed already)

- i. None yet. Will know in Sept.

- d. Food Options

- i. Charcuterie style preferred
- ii. Local
- iii. Finding out how much budget ATM can use

- e. Room Organization

- i. Need to know who is coming
- ii. Thinking 12 tables in a horseshoe

- f. Follow-up Questions: Is there an interpreter available? Is a banner spot available?

- i. Interpreter – depends on budget
- ii. Banner spot – Available the week before

- g. Board Updates (if time allows): grocery Store, board buddies

- i. Grocery Store
    - 1. Still reaching out to stores and waiting to hear back
  - ii. Board Buddies
    - 1. No updates
- 6. Reports:
  - i. Council Liaison:
    - 1. Identify what community engagement looks like
    - 2. Historic Landmarks Board is creating guidelines for downtown
    - 3. Food & Drink Policy being reviewed
    - 4. Main Street Development Program
  - ii. Staff Liaison:
    - 1. Civics Academy is full
    - 2. Start promoting the 2040 plan
    - 3. Grants have reopened for the year
    - 4. Parks & Rec print edition coming soon
- 7. Future Agenda Items:
  - a. Think of what CCE wants to talk about at Community Open House (ATM)
    - i. What is the goal?
  - b. Need something tangible for people to interact with at the Community Open House
  - c. Room Organization
  - d. Food Options
  - e. Interpreter Answer
- 8. Adjournment:
  - a. The meeting adjourned at 7:12 PM by Chair Heather Finnigan. The next CCE meeting will be held on Tuesday September 2nd, 2025 at 5:30 PM in the Community Auditorium & via Zoom.

Respectfully submitted,  
Katy Cannon