



COMMITTEE FOR COMMUNITY ENGAGEMENT MEETING

Tuesday, October 7, 2025
Community Auditorium, 1915 Main Street

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 Webinar](#)

Meeting ID: 890 1636 9263
Passcode: 152112

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. September 2, 2025 Meeting Minutes

D. Additions/Deletions

E. Discussion Items

1. Get Final Count of Tables & Attendees
2. Food: Confirm pick-up times
3. Tables & Room Set Up: Who will have own table & share.
4. CCE Table: Look at our interactive table & where we will be in room.
5. Do a mockup of room and a quick run through.
6. Confirm roles, and who will be here early to set up.

F. Staff Communications

1. Council Liaison Report: Brian Schimmel
2. Staff Update: Stephanie Fleischer

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, at least 48-hours in advance of the meeting.

September 2, 2025 CCE Meeting

1. Call to Order

The Meeting was called to order at 5:32 PM.

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

Absent: Sean Oelke, Brian Schimmel (Council Liason)

2. Public Comment:

None

3. Consent Agenda:

- a. August minutes adopted

4. Additions/Deletions:

- a. Stephanie informed the Committee that Paul (Assistant City Manager & Finance Director) had passed.

5. Discussion Items:

a. Table & Room Set-Up

i. Who has confirmed:

- 1. Chamber of Commerce
- 2. City Planning
- 3. FG Fire & Police
- 4. Mayor & some City Councilors
- 5. Boards & Committees
 - a. Historic Landmarks Board
- 6. Friends of the Library – providing literature

ii. 13 tables total in a horseshoe shape

- 1. Literature Table

iii. Food against window in entry

b. Food Finalize

- i. Pacific Catering platters
- ii. Soda Pop from Costco
- iii. Check with Papa Floyds for donuts

c. CCE Table

- i. Interactive poster
- ii. Adding Trader Joes QR code

d. Member Roles

- i. Bill & Sarah are greeters & counters to start
- ii. Eva & Stephanie help guests & tables
- iii. All others will be either roving or at the CCE table

e. Poster Update

- i. Add local organizations, city staff, elected officials, type out CCE, add QR code & website
- ii. Posters up by mid-September
- iii. Splitting up the city by leaf collection map

September 2, 2025 CCE Meeting

1. Eva – Area 3
 2. Sarah – Area 2 & Virginia Garcia
 3. Katy – Area 1 & College
 4. Bill – Area 3
 5. Heather – Cornelius edge
- f. Board Updates
- i. None
6. Reports:
- i. Staff Liaison:
 1. Last Farmers market with City Booth (September 3)
 2. Sister City host families might be needed
 3. Leaf & Waste Clean-Up will be happening soon
7. Future Agenda Items:
- a. Finish Up open house Planning
8. Adjournment:
- a. The meeting adjourned at 7:13 PM by Chair Heather Finnigan. The next CCE meeting will be held on Tuesday October 7th, 2025 at 5:30 PM in the Community Auditorium & via Zoom.

Respectfully submitted,
Katy Cannon