



COMMUNITY ENHANCEMENT PROGRAM COMMITTEE MEETING

Monday, July 13, 2026

Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Mariana Valenzuela, Council President

Angel Falconer, Councilor

Donna Gustafson, Councilor

Michael Marshall, Councilor

Karen Martinez, Councilor

Brian Schimmel, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

COMMUNITY ENHANCEMENT PROGRAM COMMITTEE MEETING

- A. 6:00 Call to Order; Roll Call**
- B. Public Comment:** Time provided for anyone wishing to speak to the Committee. Comments are limited to 2 minutes.
- C. Consent Agenda:** Items considered routine, that are adopted with a single motion without discussion. Councilors may remove items prior to the motion to adopt. Any removed items are discussed and acted upon following the approval of the remaining items.
 - 1. CEP Minutes – November 25, 2025
- D. Additions/Deletions**
- E. Presentations:** The Council will hold questions until the end of each presentation.
 - 1. **American Legion Washington Post 2 - Veterans Tribute Park Feature Concept**
 - 2. **Forest Grove Elks Lodge #2440 - Backpack Program**
 - 3. **Pacific University - Longhouse Project**
 - 4. **St. Vincent de Paul - Utility Assistance Program**
 - 5. **Forest Grove/Cornelius Chamber of Commerce - Small Business Incubator**
- F. Discussion Item**
 - 1. **Discuss and Approve 2026-27 CEP Grant Program**
Staff: Kim Ezell, Assistant City Manager; Stephanie Fleisher, Communications and Programs Manager; Joyce Phillips, Communications and Programs Assistant
- G. 7:00 Adjournment**

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A place where families and businesses thrive.

**Community Enhancement Program Committee
Regular Meeting Minutes**

Wednesday, November 25, 2025

Zoom Webinar

Minutes are unofficial until approved by the Committee.

A. Call to Order

Mayor Malynda Wenzl called the regular Community Enhancement Program Committee meeting to order at 12:04 p.m. via Zoom Webinar Video Conference. The meeting was held virtually, and members of the public could observe the meeting **LIVE on Zoom Webinar**.

1. **ROLL CALL: PRESENT:** Donna Gustafson; Karen Martinez; Brian Schimmel; Mariana Valenzuela; Juan Carlos Gonzalez; and Malynda Wenzl. **ABSENT:** Michael Marshall; Angelene Falconer; Marissa Salgado; Leslie Nunez.
2. **STAFF PRESENT:** Stephanie Fleisher, Communications and Programs Manager; Joyce Phillips, Communications and Programs Assistant; and Mariah Woods, City Recorder.

B. Discussion Item

1. CEP Grant Awards

Staff: Mariah Woods, City Recorder

City Recorder Mariah Woods presented the staff report.

Councilor Gustafson recused herself, as she recused herself from previous vote on the topic.

MOTION: Councilor Martinez moved, seconded by Councilor Valenzuela, to award \$20,000 to Pacific University, in addition to the previously approved awards.

SECONDARY MOTION: Chair Gonzalez moved to amend the motion to give staff authority to borrow money from next year's CEP funds to grant the additional amount; Councilor Martinez accepted the amendment to her motion.

ROLL CALL VOTE: AYES: Gonzalez, Martinez, Schimmel, Valenzuela, and Wenzl. NOES: None. ABSTENTIONS: Gustafson. ABSENT: Marshall; Falconer; Salgado; Nunez. MOTION CARRIED 5-0.

C. Adjournment: The meeting was adjourned at 12:21 p.m.



Community Enhancement Program Committee Meeting

Stephanie Fleischer| Communications & Programs Manager

Joyce Phillips| Communications & Program Assistant

Monday, July 13, 2026

City of Forest Grove

AGENDA

Vision 2040 Plan

Purpose

CEP Background

Program Review

Award Amount & Recommendations

Questions & Discussion

VISION 2040 PLAN

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- **2040 GOAL STATEMENT:** We envision an engaged community with strong partnerships and active civic participation, and shared information that fosters collaboration and belonging
- **2040 OUTCOME:** Increase partnership and collaboration among community organizations and the City

PURPOSE

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1. Provide information about the CEP program and its process
2. Discuss the process for the fiscal year (FY) 2026-2027 CEP Grants, including:
 1. Available funding
 2. Funding options
3. Discussion and approval to proceed

HOW IS CEP FUNDED?

- CEP is funded by a community enhancement fee (CEF) of \$1.50:
 - \$1.00 per ton on waste disposed of at the Forest Grove Transfer Station
 - And \$0.50 per ton of all putrescible solid waste received by the Station

METRO PROJECT CRITERIA ELIGIBILITY

A solid waste community enhancement project must meet the following criteria to be eligible for funding:

1

The project must be located within the boundaries of the Solid Waste Community Enhancement Area, which has been defined by the committee as the School District Boundary.

OR

2

The project must benefit individuals or programs located inside Solid Waste Community Enhancement Area, which has been defined by the committee as the School District Boundary.

The solid waste community enhancement committee may apply more restrictive eligibility criteria.

METRO PROJECT CRITERIA ELIGIBILITY

The project applicant must be one of the following:



A non-profit organization, including, without limitation, a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service.



A school or institution of higher learning



A local government, local government advisory committee, department, or special district, provided they include documented support from the local government executive officer.

METRO PROJECT CRITERIA ELIGIBILITY

The project must:

- **not** be used to replace any other readily available source of federal, state, local, or regional funds.
- **not** promote or inhibit religion.
- **not** discriminate based on race, ethnicity, age, gender, or sexual orientation.
- If the project is located on private land, the project application **must** establish a clear public benefit and must document landowner permission.

METRO GOALS FOR PROJECTS

Projects shall meet one or more of the following goals:

1. Improve the appearance or environmental quality of the community.
2. Reduce the amount or toxicity of waste.
3. Increase reuse and recycling opportunities.
4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status.
5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands, and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Result in improvement to, or an increase in, recreational areas and programs.
7. Result in improvement in safety.
8. Benefit youth, seniors, low-income persons, or underserved populations.

ADDITIONAL INFORMATION

- The committee shall give priority to projects that best meet the Metro program criteria and may adopt additional funding goals.
- The Community Enhancement Grants (CEP) **may award funds annually, and must award funds at least once every three years.**
- The Community Impact Grant (CIG) has been awarded every three years and the current grant expires on June 30, 2027.

2024-2025 PROGRAM REVIEW

City Fiscal Year (FY) 24-25 CEP Program Review:

- There were 9 applications for the Community Impact Grant (CIG).
- There were 9 applications for the Community Enhancement Program (CEP) grant, and all applicants applied for \$20,000.
- The City did not receive any applications for the \$5,000 or \$10,000 grants.

2025-2026 PROGRAM REVIEW

City Fiscal Year (FY) 25-26 CEP Program Review:

- There were 17 applications for the Community Enhancement Program (CEP) for four available \$20,000 grants.
- Four CEP grants were originally awarded, totaling \$80,000.
- Due to a vote miscalculation, the Committee awarded an additional \$20,000 grant during this cycle, totaling \$100,000 awarded, reallocating monies from the FY26-27 fund.

Financials and Considerations

FINANCIAL STATUS OF PROGRAM

\$86,500

Total Balance

\$40,000

Forest Grove/Cornelius Chamber of
Commerce 3-year CIG award

\$46,500

Total Available Award
Amount

GRANT AWARD CONSIDERATIONS

- Option 1: The Committee can choose to not award grants in this fiscal year cycle. This option would result in a larger available balance for next year.
- Option 2: The Committee awards funding:
 - Four one-year grants for \$10,000 each
 - Two one-year grants for \$20,000 each
 - One one-year grant for \$40,000
 - Or some combination thereof totaling no more than \$46,500

GRANT AWARD PROCESS

If the Committee decides to award grants:

- Preliminary committee evaluation of applications to determine the top applications for advancement in the selection process.
 - Online matrix form to narrow down the top applicants for presentations.
- Pre-screening applications will provide the committee more time to engage with applicants through presentations and provide the opportunity for comprehensive committee discussion and in-depth Q&A sessions.
- Continue 6-month update from all grant recipients and a one-year grant completion wrap-up.

GRANT AWARD TIMELINE

Staff suggests the following timeline if awarding in FY 26-27:

- August 3-September 11: Application period.
- If decided, Committee application preview and online scoring September 14-28.
- September 30: After matrix scoring tabulation, the top 3-5 grant applicants are notified of the presentation date.
- October 12 CEPC meeting; including applicant presentations and approval of grant allocation.

Appendix

PAST AWARDS

- **2023-2024**

CIG one-year award for \$30,000 and CEP of 3 one-year awards for \$10,000

- **CIG Award- Hope Community Network**

The Committee opted to amend the grant and award \$30,000 for one year, instead of \$30,000 per year for three years.

- **CEP Awards**

Foodways by Nana Cardoon, Forest Grove Elks #2440, and Rebuilding Together Washington County.

PAST AWARDS

2024-2025 On 5/28/24 the City awarded \$90,000 in Metro funds.

- **Forest Grove/Cornelius Chamber of Commerce \$40,000 annually for 3 years**
Awarded the Community Impact Grant (CIG) for a Centro De Desarrollo Empresarial (Business Development Center).
- **Forest Grove Recovery Club | \$20,000 for 1 year**
Received a CEP grant for the Revitalization Project.
- **Forest Grove Elks Lodge 2240 | \$20,000 for 1 year**
Awarded a CEP grant for the Weekend Program for FGSD Underserved Students.
- **Forest Grove High School | \$10,000 for 1 year**
Received a CEP grant for the Theatre Revitalization project.

PAST AWARDS

2025-2026 On 10/13/25, the City awarded \$100,000 in Metro funds.

- **American Legion Washington Post 2 Veterans Tribute Park | \$20,000 for 1 year**

Awarded a CEP grant to help create a dedicated space to honor and remember our community veterans.

- **Family Peace Center of Washington County | \$20,000 for 1 year**

Received a CEP grant expanding resources for individuals and families affected by domestic violence.

- **Forest Grove Elks Lodge 2240 | \$20,000 for 1 year**

Awarded a CEP grant for the Weekend Program for FGSD Underserved Students.

- **Pacific University Longhouse Project| \$20,000 for 1 year**

Received a CEP grant for a new, welcoming gathering and recreational space.

- **St. Vincent de Paul | \$20,000 for 1 year**

Received a CEP grant for providing utility bill assistance to low-income households.