

Enhance Engagement of Boards & Commissions

February 17, 2026



Enhance Engagement of B/C's

February 17	<ul style="list-style-type: none">• Introduction• Background• Current Engagement<ul style="list-style-type: none">○ Key Operating Concepts○ Boards & Commissions Overview
March 10	<ul style="list-style-type: none">• Increase Use of Boards and Commissions• Refer Additional Items to Boards and Commissions• Formalize Participation in Long Range Plan
April 21	<ul style="list-style-type: none">• Expand Recruiting Efforts• Strengthen Relationship Between Boards and Commissions and Council
May 19	<ul style="list-style-type: none">• Village Council Direction• Next Steps



Background

Enhance Engagement of Boards and Commissions is a Priority Action Item

Description

- Increase the Use of Boards and Commissions
- Strengthen the Relationship Between the VC and B&C's
- Formalize Participation in the Long Range Plan
- Refer Additional Items
- Expand Recruitment Efforts

Additional Objectives May be Identified



Current Engagement

Required by Statute

- Board of Police and Fire Commissioners
- Planning & Zoning Commission
- Foreign Fire Insurance Tax Board
- Police Pension
- Fire Pension
- Stormwater Floodplain Oversight
- Building Board of Appeals
- Library Board of Trustees

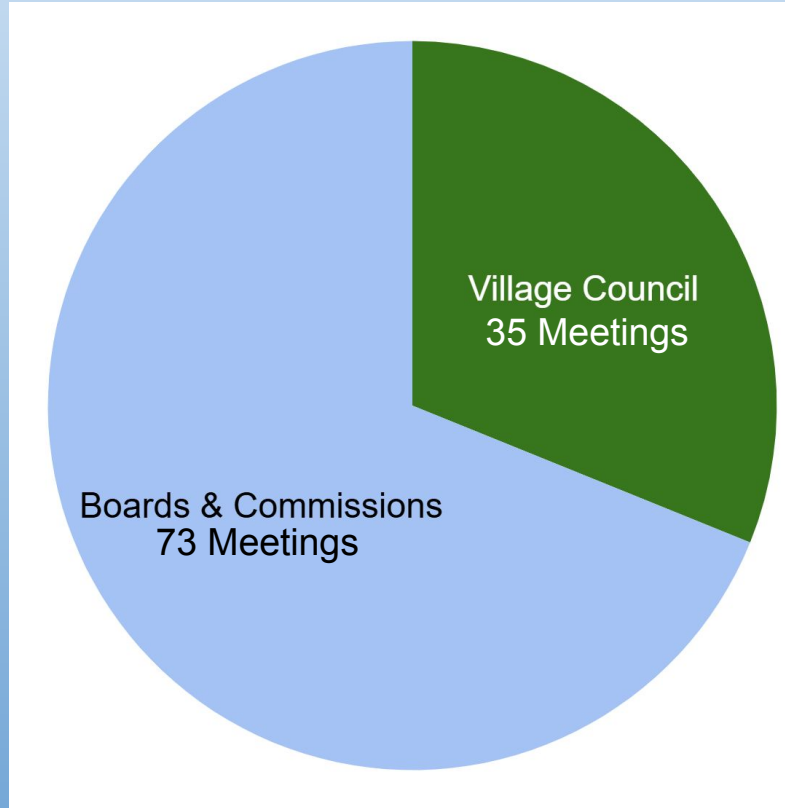
VoDG Initiated

- Liquor Commission
- Environmental Concerns Commission
- Community Events Commission
- Transportation & Parking Commission
- Historic Preservation & Design Review Board
- Human Service Commission
- Technology Commission

**15 Boards &
Commissions**



2025 Meetings



2025 Meetings



Board & Commission	Number of Meetings
Planning & Zoning Commission	13
Board of Police and Fire Commissioners	10
Foreign Fire Insurance Tax Board	10
Human Service Commission	9
Environmental Concerns Commission	8
Police Pension	4
Fire Pension	4
Liquor Commission	4
Transportation & Parking	4
Historic Preservation & Design Review Board	4
Community Events Commission	3
Stormwater Floodplain Oversight	0
Building Board of Appeals	0
Technology Commission	0
Total	73



Key Operating Concepts



Key Operating Concepts

- Operate Efficiently
- Provide Advice
- Provide a Venue for In-Depth Discussions
- Provide Opportunities for Many Residents to Participate
- Reflect a Cross-Section of the Community
- Staff as Subject Matter Experts and Liaisons



Operate Efficiently

- Meet Only When There are Agenda Items
 - Petition Submitted
 - VC Referred Item
- Rarely Asked to Generate their Own Agenda Items
- Minimizes the Staff Time on B&C Related Activities
- Minimizes the Number of Topics and Items Considered by Village Council



Provide Advice

- Serve as Advisors (Some Exceptions with B/C's as Final Decision Makers)
- Provide Recommendations on Actions that will be Considered by the Village Council for Final Action
- Staff Completes Tasks and Work Products Presented to B&C's for Review and Recommendations



Provide a Venue for In-Depth Discussions

- Consider Agenda Items at a Detailed Level
- Significant Time Receiving and Considering Input from Petitioners, the Public and Staff
- Provides Residents an Opportunity to Engage with the Village on a Detailed Level
- Produce a Detailed Record for Village Council Review



Provide Opportunities for Residents to Participate

- Provide an Opportunity for Many Residents to Participate in the Village of Downers Grove Government
- Informally Limit the Number of Successive Terms
- Designed to Create Turnover - Increase the Number of Residents Who Serve



Reflect a Cross Section of Community

- Members are Intended to Reflect a Variety of Different Backgrounds, Skills, Topic Matter Knowledge and Experiences
- Discussions and Recommendations Reflect the Discussions and Decisions that the Village Council is likely to Have and Make



Staff as Subject Matter Experts and Liaisons

Staff Act as Subject Matter Experts

- Provide Data-driven Analysis and Recommendations
- Respond to Technical Questions
- Explain the Legal Framework and Regulatory Context
- Provide Information about Village Council Policies, Plans and Actions

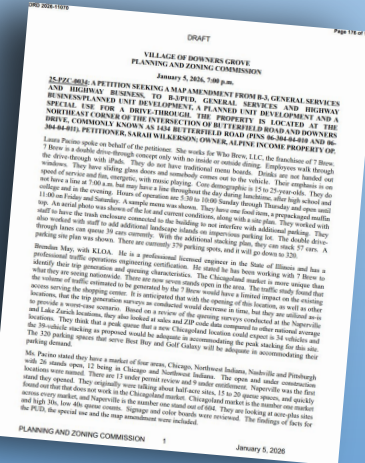
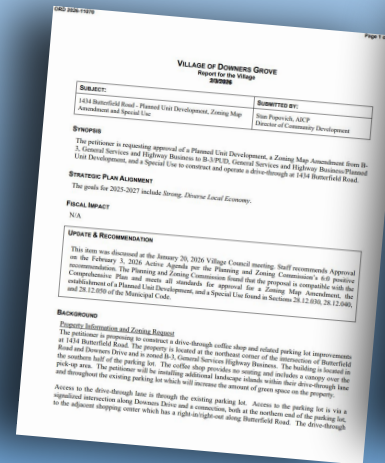
Village Code:

Each board or commission shall be assigned a Village staff member, appointed by the Village Manager, to assist such board or commission. Such staff member shall furnish information and advice respecting such matters as the board or commission may reasonably require in order to fulfill its purposes as set forth in this Article, including copies of any relevant ordinances, plans or other data, and in so doing, may obtain information and advice from the Village Manager, Village Attorney, and other officers, departments and agencies of the Village. The Village shall employ a secretary to prepare and keep minutes and records for each board and commission.



Communicating & Reporting

- Meeting Minutes
- Viewing of Recorded Meetings (PZC and HPDRB)
- Staff Written and Verbal Reports at Council Meetings
- Staff Informal Verbal Summaries to Individual Council Members
- Staff Written and Verbal Reports at B&C Meetings



Appointment Process

Guided by the [Village Council Policy](#)

- Staff Shall:
 - Provide and Manage Applications
 - Identify Members with Expiring Terms and Inquire if They are Interested in Continuing to Serve
 - Facilitate the Screening of Applicants by the Mayor (The Mayor may delegate part or all of the screening process as the Mayor deems appropriate)
- The Mayor and Staff Shall Circulate to the Village Council the Proposed Nominees
- Council Members Shall Review the Proposed Nominees and Contact the Mayor or Village Manager with any Comments, Questions or Concerns.
- The Mayor Shall Submit Nominations to be Considered by the Village Council
- Appointments to be made in August
- The Policy is Non-binding
- Mayor Barnett's Process Includes the Creation of a "Short List" from which Council Members Assigned to Certain B&C's Propose Nominees



Removal Process

Village Code Authorizes the Removal of Board and Commission Members

Sec 2.53.1 Removal Of Boards And Commissions Members

Members of any board or commission serve at the pleasure of the appointing authority and may be removed as provided in this section.

Unless otherwise specified, where removal from a board or commission is governed by statute, such statute shall control.

The Mayor shall have the authority to remove any member of a board or commission where such member is appointed by the Mayor; or appointed jointly by the Mayor and Village Manager.

The Village Council, by a vote of not less than four (4) members, shall have the authority to remove any member of a board or commission where such member is appointed by the Village Council; appointed by the Mayor with concurrence of the Village Council, or appointed by the Village Manager with the concurrence of the Village Council.

The Village Manager shall have the authority to remove any member of a board or commission where such member is appointed by the Village Manager.



Boards & Commissions Overview



Board of Police & Fire Comm.

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	x			x	x	x

- 10 Meetings
- Reviewed Applications and Conducted Interviews for Police Officers and Firefighter/Paramedics
- Considered Changes to the Rules



**BOARD OF FIRE & POLICE
COMMISSIONERS**

Board of Police & Fire Comm.

Derives its power and authority from the Board of Fire and Police Commissioners Act of the Illinois Municipal Code, and from the home rule powers of the Village, as provided in the State Constitution.

The powers and duties of the Board are as follows:

- To conduct examinations for and appoint all firefighters and police officers in the Village's Fire and Police Departments, except the Fire Chief, the Chief of Police, the deputy or assistant chiefs of each department, battalion chiefs, division chiefs, auxiliary police officers, and civilian employees of the respective departments.
- To conduct examinations and certify candidates for promotion in the Village's fire and police departments.
- To conduct hearings and impose discipline, including demotions.
- To adopt, enforce, administer and amend the Rules and Regulations of the Board of Fire and Police Commissioners.
- To take such other action as the Village Council may from time to time expressly authorize or direct.
- The Board shall not have the power or authority to make any rule to govern the operation of the police or fire department or the conduct of its members.



Planning & Zoning Comm.

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X		X	X	X	X

- 13 Meetings
- Considered Petitions Related to Zoning Ordinance
- Reviewed Guiding DG Comprehensive Plan



Planning & Zoning Comm.

Required by State Law

- To prepare and recommend to the corporate authorities a comprehensive plan for the present and future development or redevelopment of the Village.
- To recommend to the Village Council, from time to time, such changes or specific in the comprehensive plan as the Planning and Zoning Commission may deem necessary.
- To initiate, study and make recommendations regarding matters dealing with the planning of the community and in contiguous territory outside of the corporate limits of the Village and distant not more than 1 ½ miles from such limits not included in the Village.
- To exercise such other powers germane to the above powers as may be conferred by the Village Council.
- To recommend, subject to consideration and approval by the Village Council, reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements.
- To review preliminary and final plans for planned unit developments pursuant to the requirements of the Zoning Ordinance of the Village and to consider and recommend approval or disapproval of such plans to the Village Council, including any specific conditions of any recommended approval.
- To consider and approve certain lot reconfigurations that do not require a subdivision plat, pursuant to DGMC Section 20.601 of the Village Code.



Planning & Zoning Comm.

- To consider and make recommendations to the Village Council concerning any request for a waiver or variation of any requirement of DGMC Section 19.14(b) for construction of public improvements as a condition of obtaining a permit for access across a parkway to Village right-of-way.
- To hear, consider and recommend to the Village Council matters dealing with amendments to the Zoning Ordinance.
- To hear, consider and recommend to the Village Council matters dealing with the granting of special uses.
- Notwithstanding the provisions of DGMC Section 2.59(a) of this Code, to hear and decide on an application for any variations or exceptions from the terms of the Downers Grove Zoning Ordinance and/or the Downers Grove Subdivision Ordinance, subject to their terms.
- To designate, subject to consideration and approval of the Village Council, land suitable for annexation to the Village and the recommended zoning classification for such land upon annexation.
- To hear and decide appeals from, and to make modifications to, any order, requirement, decision or determination made the Community Development Director responsible for the enforcement of the Downers Grove Zoning Ordinance.
- To hear and decide on all matters referred to it or upon which it is required to pass under the Downers Grove Zoning Ordinance.
- Any additional powers granted by the Illinois Municipal Code



Foreign Fire Insurance Tax Bd.

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
			X			X

- 10 Meetings
- Considered Purchases for Fire Department



Foreign Fire Insurance Tax Bd.

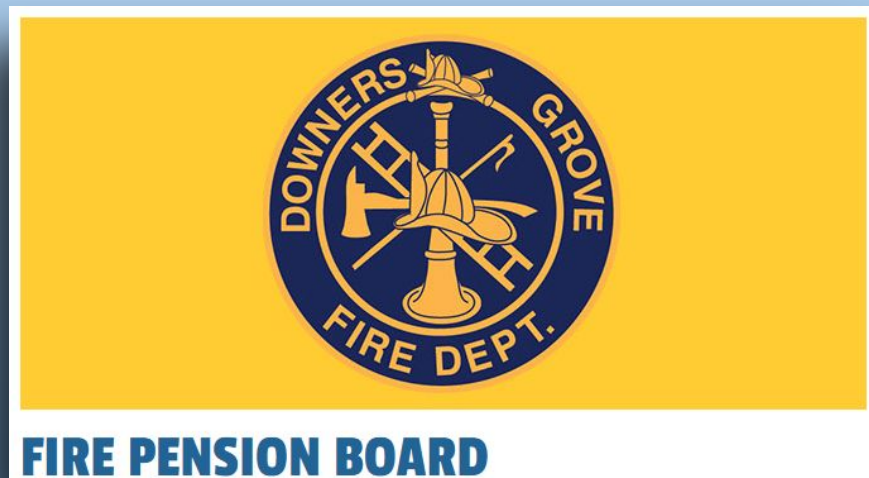
- Required by State law
- Consists of:
 - Four firefighters; one from each fire station, elected to their positions by firefighters assigned to each fire station
 - Fire Chief (ex-officio)
- Manages all funds that the Village receives from foreign fire insurance taxes
- Adopts a final budget for the collection and expenditure of the Foreign Fire Insurance Tax, to be approved by ordinance passed by the Mayor and Village Council
- Approves all expenditure of monies from the Fund for the maintenance, use and benefit of the Department.



Fire Pension Board

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
		X	X	X		X

- 4 Meetings
- Managed Fund Investments
- Awarded Retirement Benefits
- Reviewed the Pension Actuarial Model
- Approved Purchases/Expenditures
- Reviewed Independent Medical Examinations
- Engaged Actuary and Financial Advisory
- Reviewed Actuarial Required Contribution to Fund



Fire Pension Board

- Required by State Law and Operates According to the State Statute
- Manages the Fire Pension Fund



Police Pension Board

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
		X	X	X		X

- 4 Meetings
- Managed Fund Investments
- Awarded Retirement Benefits
- Reviewed the Pension Actuarial Model
- Approved Purchases/Expenditures
- Reviewed Independent Medical Examinations
- Engaged Actuary and Financial Advisory
- Reviewed Actuarial Required Contribution to Fund





FEBRUARY 10 MEETING
[**CLICK HERE FOR AGENDA**](#)

POLICE PENSION BOARD

Police Pension Board

- Required by State Law and Operates According to the State Statute
- Manages the Police Pension Fund



Stormwater & Floodplain Oversight Committee

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X			X	X	X

Did Not Meet in 2025



**STORMWATER & FLOODPLAIN
OVERSIGHT COMMITTEE**

Stormwater & Floodplain Oversight Committee

The Stormwater Committee is required by DuPage County Ordinance. The Committee consists of seven members and has the following powers:

- To hear any appeal from any requirement, application, interpretation or determination made by the Administrator in the enforcement of this Ordinance or from the inclusion therein of any special condition.
- To hold public hearings and make decisions or recommendations regarding appeals and proposed variations to this Ordinance
- To review and recommend amendments to this Ordinance.
- To perform such other duties and functions as the Village Council may from time to time direct.

Within sixty (60) days after the close of each calendar year, the Committee shall report in writing to the Village Council. Such annual report shall describe the activities of the Committee for such year and shall include an estimate of the expenses of the Committee anticipated for the next succeeding fiscal year. The Committee is authorized to make such other and further reports and recommendations to the Village Council as it shall deem necessary or desirable. From time to time, the Village Council may also request the Committee to make recommendations with respect to particular matters.

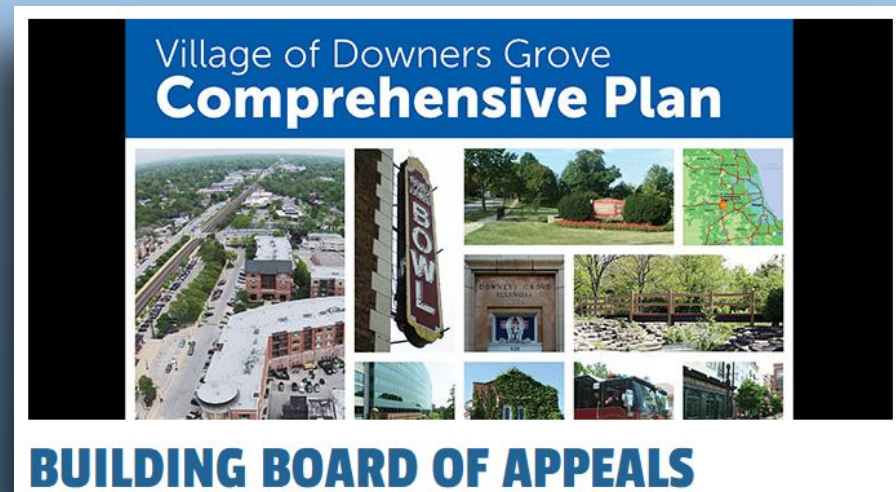


Building Board of Appeals

Members are appointed by: Village Manager				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
			X	X		X

Decision Making Body on Appeals Related to the Application of Building Codes

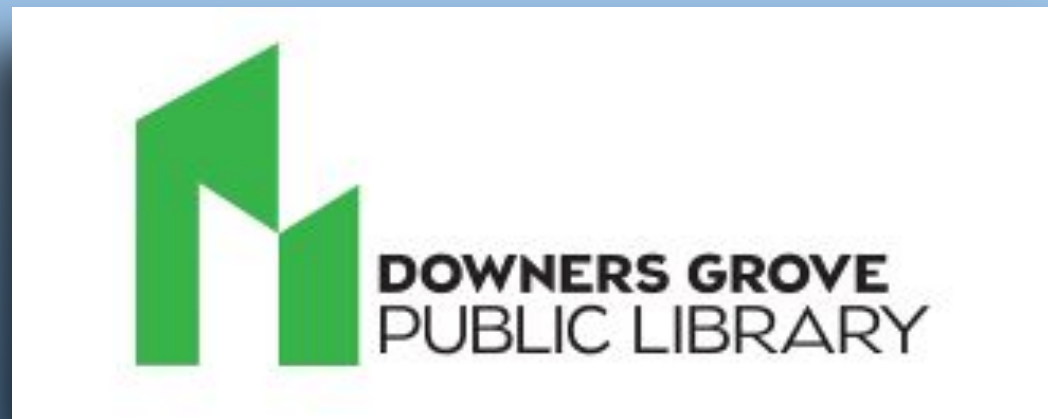
Did Not Meet in 2025



Library Board of Trustees

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
X						X

The Downers Grove Public Library is a component unit of the Village. It is an autonomous entity with its own six-member Board of Trustees. Board members are appointed by the Village Council to terms of four years. The Library Board is required by State law. More information about the Downers Grove Public Library is available [here](#).



Liquor Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X			X	X	

- 4 Meetings
- Reviewed Liquor License Applications
- Reviewed Change in Ownership Applications
- Held a Disciplinary Hearing



LIQUOR COMMISSION

Liquor Commission

- Upon referral of applications for liquor licenses by the Local Liquor Commissioner, to review applications and the investigation of applicants for liquor licenses, and to submit findings and recommendations to the Local Liquor Commissioner setting forth its conclusions respecting such applications.
- To conduct disciplinary hearings at the request of the Local Liquor Commissioner and to submit findings and recommendations to the Local Liquor Commissioner setting forth its conclusions respecting the existence and nature of any violation of this Chapter.
- To keep written records of its meetings and proceedings which shall be open for public inspection during regular business hours at Village offices provided that such public records shall not include matters concerning the applicants or licensees which would result in an invasion of privacy.
- To assist the Local Liquor Commissioner in the performance of the powers and duties as requested by the Local Liquor Commissioner or Village Council.
- At the Local Liquor Commissioner's request, to review recommended revisions to this ordinance. Said reviews and recommendations shall be advisory only and shall not prevent the Local Liquor Commissioner and the Village Council from taking whatever action he/she deems appropriate or necessary.



Environmental Concerns Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X			X	X	

- 8 Meetings
- Provided Environmental Sustainability Plan Recommendations
- Provided Solid Waste Contract Recommendations



**ENVIRONMENTAL CONCERNS
COMMISSION**

Environmental Concerns Commission

- To develop, prepare and review plans for the prevention, abatement, or control of environmental pollution, including but not limited to: air, water, land, and noise as directed by the Council and Village Manager.
- To develop, prepare and review plans encouraging the conservation of energy, materials, and natural resources by private citizens and public agencies in the Village as directed by the Council and Village Manager.
- To promote and encourage close cooperation between the Village and private citizens and public agencies interested in conducting natural resource, conservation, and/or environmental activities so that all such activities may be promoted and coordinated in a manner to secure the greatest benefit to the public welfare.
- To recommend the adoption of policies or ordinances and amendments or additions to existing ordinances that would encourage conservation of materials, energy and/or natural resources and aid in environmental control.
- To promulgate and effect a program of publicity and educational programs relating to environmental pollution and energy/material conservation.
- To investigate and review environmental and conservation programs and services available to residents of the Village from various State and local agencies, public and private, and to establish a method of communicating this information to the public.
- To seek, through education and dissemination of information, to achieve voluntary compliance with the policies and objectives of Article IV of Chapter 13 of this Code, from all persons in the Village whose activities may have a material impact on environmental pollution.
- At the direction of the Council or Village Manager, to conduct studies, investigations and research into matters affecting environmental quality control and energy management.
- To take such other action as the Council may from time to time expressly authorize or direct.



Community Events Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X		X	X	X	

- 3 Meetings
- Reviewed Applications for Community Events
- Discussed 2026 Independence Day Parade

A banner for the Community Events Commission. It features a photograph of a marching band with tuba players in blue shirts. Below the photo, there is a yellow box with the text "FEBRUARY 12 MEETING" and "CLICK HERE FOR AGENDA" in blue. At the bottom, the text "COMMUNITY EVENTS COMMISSION" is written in large blue letters.

FEBRUARY 12 MEETING
[CLICK HERE FOR AGENDA](#)

COMMUNITY EVENTS COMMISSION

Community Events Commission

- To make recommendations to the Village Council regarding issues that will affect public community events that involve the use of public property and/or services in Downers Grove.
- To review and evaluate new and existing events and requests for other events that utilize public property and/or public services and make recommendations to the Village Council concerning their value as a community event.
- To review various documents that pertain to the planning of, or which govern the operation of, a specific event.
- To coordinate, supervise, publicize and encourage the widest possible participation in any community wide celebration that the Village Council may decide to support.
- To evaluate any community event and to provide the Council with an evaluation and/or recommendation.
- To establish reasonable rules and regulations governing the functions of the Community Events Commission, consistent with the powers and duties set forth herein.
- To perform such functions and activities in addition to the foregoing as the Village Council may from time to time direct.



Transportation & Parking Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	x			x	x	

- 4 Meetings
- Neighborhood Traffic Study Recommendations
- Active Transportation Plan Recommendations
- Washington and Railroad Tracks Intersection Study
- Petition for Intersection Control Modification



TRANSPORTATION & PARKING COMMISSION

FEBRUARY 11 MEETING
[CLICK HERE FOR AGENDA](#)

Transportation & Parking Commission

- To receive, investigate, evaluate and report to the Council on requests made by the Village Council, by the Village Manager or through a completed petition respecting transportation activities on public property. These transportation activities will encompass the following:
 - Transportation of people and materials
 - Parking
 - Traffic, including control, daily trends and abatement
 - Commuter bus system
 - Pedestrians and non-motor vehicle traveling persons
 - Traffic signage
- To conduct public meetings on proposed policies and plans when considered necessary by the commission, Village Council or as required by ordinance, State or federal law or regulation.
- To conduct public meetings respecting any such request; and to submit written findings and recommendations to the Village Council, setting forth its conclusions and recommendations respecting such matters or recommending alternatives thereto.
- To conduct such other meetings as it may deem necessary or appropriate, and to investigate such other inquiries, studies or other matters as the Village Council or Village Manager may from time to time refer to the commission.



Historic Preservation & Design Review Board

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X		X	X	X	

- 4 Meetings
- Streetscapes Plan Recommendations
- Reviewed Fairview Focus Area Design Guidelines
- Reviewed Historic Landmark Inventory
- Considered a Petition for Certificate of Design Appropriateness



**HISTORIC PRESERVATION AND DESIGN
REVIEW BOARD**

Historic Preservation & Design Review Board

- Administer the historic preservation provisions of the Village Code
- Perform such additional duties as the Village Council may direct
- Review certain downtown projects for compliance with downtown design guidelines

The HPDRB is required to meet at least quarterly to maintain the Village's Certified Local Government designation.



Human Service Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	x		x	x	x	

- 9 Meetings
- Reviewed Social Services Referral
Monthly Statistical Reports
- Hosted Guest Speakers



Human Service Commission

- To review and evaluate matters of social concern in the Village, including issues related to youth, senior citizens, families, minorities and other social groups.
- To consider such matters of social concern as may be referred to them by the Village Council and to recommend the adoption of policies or ordinances or the taking of other actions in the best interest of the Village as a whole.
- To consider the benefits to individuals and the public of proposed policies and actions and to consider the public and private costs and sources of revenue to support such policies and actions.
- To hear and investigate any matter referred to it by a court pursuant to the procedures set forth in DGMC Section 13A.24 and DGMC Section 13A.25 of the Fair Housing Article, Chapter 13A.



Technology Commission

Members are appointed by:				Agenda Generation		Other
VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
	X				X	

Did Not Meet in 2025



Technology Commission

- Evaluating, Advising and Providing Recommendations to the Village Council Regarding Options and Alternatives for the Purchase, Upgrade, Configuration and Use of Technological Facilities
- Developing and Updating as needed, a Long Term Strategic Plan for Such Technological Facilities
- Evaluate Current and Anticipated Future Technological Needs and Resources
- Provide Guidance Regarding the Most Responsible Use of Technology within the Mission and Limitation of the Village The Performs Such Functions and Activities as the Village Council May Direct



Enhance Engagement of Boards & Commissions

February 17, 2026

