V I L L A G E O F D O W N E R S G R O V E

C O U N C I L A C T I O N S U M M A R Y

INITIATED: Village Manager (Name) **DATE:** January 15, 2008

RECOMMENDATION FROM: _____ **FILE REF:**_____
(Board or Department)

NATURE OF ACTION:

__ Ordinance

__ Resolution

_X_ Motion

__ Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to authorize the closure of Village offices to the public on Presidents' Day, Monday, February 18, 2008 and Veterans' Day, Tuesday, November 11, 2008, which will allow for the scheduling of two Employee Training Institutes in 2008.

SUMMARY OF ITEM:

Adoption of this motion shall authorize the closure of Village offices to the public on Presidents' Day, Monday, February 18, 2008 and Veterans' Day, Tuesday, November 11, 2008, which will allow for the scheduling of two Employee Training Institutes in 2008 to provide professional development opportunities to large portions of its employee workgroup.

RECORD OF ACTION TAKEN:

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