



# BOARD OF SUPERVISORS County of Dane

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May 19, 2022

## MEMORANDUM

**TO:** Personnel and Finance Committee  
Meg Krohn, Deputy Controller

**FROM:** Karin Peterson Thurlow  
Chief of Staff  
Office of the County Board

**SUBJECT:** Purchase of Food for Reception for Open House

The Dane County Board Office recently moved to new office space within the City-County Building. With the reopening of the building, we are planning an open house to welcome members of the Board. The open house will precede the first in-person County Board meeting in the chambers in over two years, currently scheduled for June 16<sup>th</sup>.

We anticipate at least 50 individuals at this gathering, and will have various stations in the office suite, in 3<sup>rd</sup> floor meeting rooms, and in front of the chambers to avoid too many people in one place at one time.

By way of this memo, I am requesting approval of an exemption to Chapter 20 to allow the provision refreshments. The total cost will be approximately \$250.

Please let me know if you need additional information.