



BOARD OF SUPERVISORS County of Dane

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September 18, 2019

MEMORANDUM

TO: Personnel and Finance Committee
Meg Krohn, Deputy Controller

FROM: Karin Peterson Thurlow
Chief of Staff

SUBJECT: Purchase of Food

The Dane County Board will hold a series of meetings for the supervisors prior to Board meetings on October 3rd and 17th, as well as November 7th and 21st. Members of the County Board will be invited to these informational opportunities. We would like to provide light appetizers and beverages for these events given that they will all begin at 6 PM followed, immediately by the 7 PM County Board meeting.

By way of this memo, I am requesting approval of an exception to Chapter 20 to allow the provision of food within Dane County to county officials and staff in connection with this reception. I estimate the Board Office will spend less than \$100 per event.

Please let me know if you need additional information.