



BOARD OF SUPERVISORS County of Dane

ROOM 362, CITY-COUNTY BUILDING
210 MARTIN LUTHER KING, JR. BOULEVARD
MADISON, WISCONSIN 53703-3342
608-266-5758 • FAX 608-729-0193 • WI RELAY 7-1-1



March 25, 2024

MEMORANDUM

TO: Personnel and Finance Committee
Meg Krohn, Deputy Controller

FROM: Lisa MacKinnon
Interim Chief of Staff

SUBJECT: Purchase of Food

The Dane County Board will be holding several orientation sessions for new board supervisors between April 15 and May 2. These include multiple-hour evening trainings for new supervisors on April 15, 18, and 25, and a meet and greet reception for all Dane County Board Supervisors and Dane County department heads on May 2 in order to facilitate a smooth transition to the start of the new term. We would like to provide light refreshments during these meetings. We anticipate, given the large number of County Board seats being resigned and other seats contested, that we could have a larger than average participation at these orientation training sessions. The meet and greet reception also will be a large gathering due to the number of department heads and County Board supervisors. In addition, we must add a 15% gratuity for the food items being prepared by a restaurant for pick-up. Because of these factors, we anticipate exceeding the budgeted \$200 allotted per event for these training and orientation meetings.

By way of this memo, I am requesting approval of an exception to Chapter 20 to allow the provision of food (i.e., light refreshments) within Dane County to county officials and staff in connection with orientation-related meetings on April 15, 18, 25, and May 2 in an amount not to exceed **\$500**.

April 15 training: Anticipated to exceed \$200 by \$70

April 18 training: Anticipated to exceed \$200 by \$60

April 25 training: Anticipated to exceed \$200 by \$70

May 2 reception: Anticipated to exceed \$200 by \$270

Please let me know if you need additional information.

Thank you.