



BOARD OF SUPERVISORS County of Dane

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March 6, 2019

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 25 Year Award Recipients

The Dane County Board Office has arranged to have a small reception prior to the March 21, 2019 County Board meeting for the recipients of the 25 year award. This reception will allow the County Board to interact with those employees that have served Dane County for over 25 years – many of whom don't typically have the chance to interact with the Board.

We anticipate about 75 participants including Dane County staff receiving the award, their families, and the members of the Dane County Board of Supervisors.

By way of this memo, I am requesting approval of an exemption to Chapter 20 to allow the provision of cake or cookies and beverages. The total cost will not exceed \$150.

Please let me know if you need additional information.