



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 266-4361 • TDD 266-4121



MEMORANDUM

November 14, 2022

To: Personnel and Finance Committee
Meg Krohn, Deputy Controller

From: Karin Peterson Thurlow
Chief of Staff
Office of the County Board

Subject: Request of Approval to Purchase of Food for Committee Academy Training

The Dane County Board Office is conducting a day and a half training for employees that staff Dane County Boards, Commissions, and Committees. The training, Committee Academy, is being held on Tuesday, December 13th from 9:00 am – 4:00 pm and Wednesday, December 14th from 9:00 am until 12:00 pm at the Alliant Energy Center.

We anticipate between 75-100 participants. As the training is taking place at the Alliant Energy Center, Centerplate Catering is the designated vendor for the provision of food. Anticipated costs for two morning snacks on 12/13 and 12/14, a light lunch on 12/13 and an afternoon snack on 12/14 is estimated to be approximately \$2,900 dollars – roughly \$28 per person for the entirety of the training.

By way of this memo, we are requesting approval of an exception to Chapter 20.14 of the Dane County Code of Ordinances to allow the provision of light snacks in the mornings and afternoon as well as a light lunch on Tuesday at Committee Academy. We have identified funds in the Board Office's budget that can be used for this purpose.

Please let me know if you have any questions.