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engineers  
www.woldae.com

332 Minnesota Street  
Suite W Two Thousand  
Saint Paul, MN 55101

tel 651 227 7773  
fax 651 223 5646  
mail@woldae.com

To: Attendees  
From: Patrick Triggs   
Date: March 24, 2016  
Comm. No: 152249

Subject: Independent School District #879  
Delano Elementary School Cafeteria User Group  
March 16, 2016 Meeting Minutes

**Attendees:**

Darren Shuler, Principal	darren.schuler@delanoschools.org
John McDonald, Assistant Principal	john.mcdonald@delanoschools.org
Mandy Henderson, Head Cook	mandy.henderson@delanoschools.org
Tim Lyngen, Physical Education	tim.lyngen@delanoschools.org
Scott Yanke, Head Custodian	scott.yanke@delanoschools.org
Eric Linner, Wold Architects and Engineers	elinner@woldae.com
Patrick Triggs, Wold Architects and Engineers	ptriggs@woldae.com

*Wold met with administration and staff at Delano Elementary School to better define their needs for the addition to the cafeteria.*

**Discussion Topics:**

- A. Wold introduced the initial design for the cafeteria and vestibule expansion.
- B. Elementary school administration and staff provided feedback to further develop the design to meet their needs.
  - 1. The vestibule expansion should be reduced by one column bay to keep the space outside the entrance open.
  - 2. A concrete pad should be added outside the existing hallway window for existing picnic tables to be relocated to.
  - 3. New sidewalks should connect the hallway fire exit door and south cafeteria doors into the system of sidewalks.
  - 4. Acoustic panels to control sound levels are desirable.
  - 5. The playground door and trash takeout door should have card readers roughed in.
  - 6. The current south fire exit should be converted into a small storage room and new exiting doors should be provided in the addition.
  - 7. Parents picking up children after school should be accommodated with a new vestibule entrance on the south side of the cafeteria.
  - 8. Materials should match existing. The exception is paint – a standard, non-epoxy paint should be used throughout the cafeteria to aid in patching and repainting in the future. An accent color band should be incorporated.
  - 9. Light-blocking shades, a projection screen at the exterior window, and power and data for a future projector should be provided.
  - 10. Additional power outlets should be provided throughout the cafeteria addition and the new vestibule.
- C. Next Steps:
  - 1. Wold will revise the design for the addition to reflect today's meeting and distribute the updated plan to meeting attendees.

cc: Matt Schoen, ISD #879  
Traci Lawman, ISD #879  
Vaughn Dierks, Wold

KN/ISD\_879/152249/min/3.16.16

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