



**To:** Attendees

**From:** Patrick Triggs | PT

**Date:** May 3, 2016

**Comm. No:** 152236

**Subject:** Independent School District #879 – Delano Public Schools  
New Intermediate School User Group Meeting – Food Service  
April 21, 2016 Meeting Minutes

**Attendees:**

Steve Heil, Independent School District #879	steve.heil@delanoschools.org
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*The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies.*

**Discussion Topics:**

- A. The Group reviewed the preliminary Food Service User Group drawing.
- B. The school will run three lunch periods – one per grade of 200 students.
- C. The current elementary school runs two serving lines and has 10-15 minutes between lunch services (one per grade).
- D. Students should walk past servery/window with hot items and access to a salad bar followed by milk coolers and the cashier.
- E. The current elementary school has one double-sided cashier counter with a student line on each side, but two separate cashiers would speed processing students as only one transaction can be run on the computer at a time. The design should plan for one cashier but be flexible enough to accommodate two in the future.
- F. The servery and dish room must have wide enough access to the commons to accommodate student traffic.

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- G. The dish room should have access to the commons for easy replenishing of clean trays.
- H. The food service staff will be five people – four cooks and one dishwasher.
- I. Dry storage and the freezer/cooler should be located near receiving to reduce traffic within the kitchen. The current elementary school dry storage room functions as circulation between receiving and the kitchen.
- J. The kitchen should include a small refrigerator at the serving line for storing dressing and similar items that are needed throughout the day but must be kept cool.
- K. Four to five staff lockers should be provided.
- L. The current elementary school has two walk-in coolers and one walk-in freezer.
- M. The existing elementary school dry storage area is adequate.
- N. The current elementary school receives one food delivery a week and milk deliveries throughout the week.
- O. Staff serves all food except chips, fresh fruit, milk, and similar items.
- P. All students will be served before they are dismissed to throw away their trash. This means that circulation is a two-stage process. Serving and dish return will not occur simultaneously.
- Q. Trash is accommodated by four to five cans on wheels that are emptied at the end of a lunch service.
- R. Good traffic flow within the commons in relation to serving, dish return, and trash removal is of the utmost importance.
- S. Tables are washed between services by a custodian.
- T. A condiment/napkin cart should be provided in the commons.
- U. A microwave station in the commons allowing students to heat their from-home food would be an asset.
- V. A sink outside the kitchen would be an asset for washing up by groups that use the commons but do not have access to the kitchen. The kitchen will be for school use only.
- W. Cafeteria tables should be flexible and function for performance viewing as well as lunch service. Various options for size, shape, and style should be considered.
- X. An elevated dock would be an asset for deliveries. Currently only the High School has an elevated dock.
- Y. Dumpsters at the dock should accommodate trash, recycling, and organics.
- Z. Next Steps:
  - 1. Wold will revise the User Group drawing based on today's meeting.
  - 2. Rippe Associates will begin developing a kitchen plan based on today's meeting.
  - 3. A follow-up meeting will be scheduled at a time and date to be determined.

cc: Attendees  
Traci Lawman, ISD #879  
Bob Prell, ICS Consulting  
Vaughn Dierks, Wold  
Eric Linner, Wold  
Lynae Schoen, Wold