



To: Core Planning Group

From: Derek Gallagher | DG

Date: May 26, 2016

Comm. No: 152235

Subject: Independent School District #879
Delano Secondary School Additions and Renovations
May 23, 2016 **Staff Area** User Group Meeting Minutes

Attendees:

Megan Halbeib, Independent School District #879	megan.halbleib@delanoschools.org
Melody Soderberg, Independent School District #879	melody.soderberg@delanoschools.org
Steve Heil, Independent School District #879	steve.heil@delanoschools.org
Shane Baughman, Independent School District #879	shane.baughman@delanoschools.org
Matt Schoen, Independent School District #879	matt.schoen@delanoschools.org
Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Kaitlin Schalow, Wold Architects and Engineers	kschalow@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

Absentees:

Mike Stoudt, Independent School District #879	mike.stoudt@delanoschools.org
Bob Prell, ICS Consulting	bobp@ics-consult.com

The Group met to discuss the preliminary User Group drawings. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies. The following is a brief summary of topics discussed.

Discussion Topics:

- A. The group discussed casework.
 1. The current copy room houses a large amount of paper. It would be preferable to include designated paper storage that would keep it out of sight.
 2. A coffee area with dedicated water line incorporated into the casework would be ideal.
 3. It was noted that more power outlets should be provided along the countertop.
- B. Some separation between the work area and the dining area is ideal, though the two spaces should be open to one another.
- C. Two staff toilet rooms would be ideal.
- D. The layout should include space and power for vending machines.
- E. The Workroom should include space for a large copy machine.

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

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- F. Mailboxes:
 - 1. (90) mailboxes would allow all staff to receive mail in the Staff Area.
 - 2. Additional staff mailboxes will also be provided at the Main Office and the District Office to allow for flexibility.
- G. Connections for a flat-screen monitor should be included in the Staff Dining area.
- H. Outdoor Seating:
 - 1. A paved seating area accessible to the Staff Dining room is ideal.
 - 2. The group expressed some concern about separation between the outdoor seating for staff and the outdoor student gathering area.
 - 3. It was noted that plantings could be used to provide some degree of visual privacy.
 - 4. It was noted that acoustic privacy would not likely be possible without building walls, though moving the staff seating area to the West would provide more separation between the two areas.
- I. No further Staff Area User Group Meetings will be necessary as the group has accomplished its task of providing feedback on detailed room functions and layouts.

cc: Attendees
Absentees
Traci Lawman, ISD #879

MF/ISD_879/152235/min/5.23.16 Staff Area