



**Meeting of the Heritage Preservation
Commission
Held at the Elk River City Hall
Wednesday, October 8, 2025**

Members Present: Acting Chair Zachary Griffiths, Commissioner Jayne Dietz, Commissioner Linda Campbell, Commissioner Gavin Tuckey, Councilmember J. Brian Calva

Members Absent: Commissioner Lance Lindberg

Staff Present: Community Development Director Zack Carlton

Others Present: Olivia Halsne and Zakcq Lockren, Mend Collaborative

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Dietz and seconded by Commissioner Tuckey to approve the agenda. Motion carried 4-0.

4. CONSIDER MINUTES

Moved by Commissioner Campbell and seconded by Commissioner Tuckey to approve the following consent items as outlined in their respective staff reports. Motion carried 4-0.

4.1 DRAFT Minutes - September 11, 2025

5. GENERAL BUSINESS

5.1 Elk River Water Tower Historic Site

Olivia Halsne, Mend Collaborative, presented the finalized Elk River Water Tower Historic Site plan.

Ms. Halsne mentioned that the wall holding up the grade could be a good spot to add signage. **Zakcq Lockren, Mend Collaborative**, added that the wall could also contain engraved bricks with donors'

names on them.

Councilmember Calva asked if there would be electricity on site for powering devices. Mr. Carlton discussed the possibility of adding a solar picnic table or including a charging feature on a bench.

Ms. Halsne discussed the water feature which could include a manual-activated hand pump flowing over a stone surface and traveling down a channel along the timeline to the rain garden. Commissioner Dietz asked if the water would run constantly. Ms. Halsne said that it would only run when the pump was activated and be shut off in the winter. Mr. Carlton added that, in discussing with Elk River Municipal Utilities, they suggested a "sampling well". Another consideration is where the excess water from the rain water would overflow if it became too full.

Ms. Halsne reviewed that the proposed price is around \$400,000 with an additional optional \$40,000-\$50,000 that would include construction documents and support, landscape architect, civil engineering, additional cost estimator, and assistance with finding grants and other funding. The additional cost would also include a storytelling and signage specialist. Mr. Carlton asked if the additional cost would include construction administration and periodic inspections.

Mr. Lockren stated the goal was that the city would not pay for the entire cost. Money could be raised from park and open space grants, placemaking grants, history grants, environmental and stormwater grants as well as individual and corporate funding or material donations. Some community fundraising ideas include buying a brick with a name on it, adopting a tree or bench, naming rights, or a time capsule. Grant funding could require a city match.

Mr. Carlton stated that he had spoken to Plaisteds and they were interested in helping with hardscape, materials, soils, and rocks.

Councilmember Calva asked about the timeline for fundraising and council approval. Mr. Carlton stated the Heritage Preservation Commission would take a motion to recommend approval and the City Council could formally adopt the concept plan. Mr. Carlton estimated the park completion in 2026 or 2027. Councilmember Calva asked if it could be completed sooner. Mr. Carlton stated he was happy to see it go as fast as possible.

Commissioner Griffiths stated it seemed in the best interest of those who had given community feedback to get the project underway.

Commissioner Dietz asked if an elk statute could be added to the plan.

Moved by Commissioner Tuckey and seconded by Commissioner Campbell to recommend approval of the conceptual plans for the Water Tower Historic Site. Motion carried 4-0.

Councilmember Calva discussed his enthusiasm for fundraising and stated the City Council would be more receptive to the project if funding could be found. Mr. Lockren agreed and stated sponsorship packages could be created.

Commissioner Campbell asked how much liquid the water tower held and suggested the community could be asked to "sponsor a gallon" and watching the total fill up.

Ms. Halsne stated the next step was to create a more detailed timeline of when grants are due and create a fun rendering of the site.

Commissioner Campbell asked if Mr. Carlton knew of any other material discounts or donations in the community. Mr. Carlton stated Spikes & Houles Feed, Seed, & Pet Supply or Steve's Elk River Nursery were possibilities. Commissioner Dietz suggested Furniture and Things for an elk statue. Commissioner Dietz added that the Heritage Preservation Commission could consider "adopting" the park.

Vice Chair Griffiths asked if there was anything the commission should prepare for the Council presentation. Mr. Lockren suggested that anyone who was available should attend the City Council meeting to show support for the project.

The project will be brought to the November 3, 2025 City Council meeting for approval.

6. MOTION TO ADJOURN

Moved by Commissioner Campbell and seconded by Commissioner Dietz to adjourn the meeting. Motion carried 4-0.

The meeting adjourned at 6:42 p.m.

Minutes prepared by Katie Porath.

Zachary Griffiths, Acting Chair

Tina Allard, City Clerk