



Heritage Preservation Commission

Thursday, January 15, 2026

6:00 PM

Elk River City Hall

Regular Meeting Agenda

Uppertown Conference Room

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSIDER AGENDA
4. CONSIDER MINUTES
 - 4.1 DRAFT Minutes - November 20, 2025
5. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

 - 5.1 Annual Election of Officers
 - 5.2 Annual Bylaw Review
 - 5.3 Annual Scheduled Meeting Calendar
 - 5.4 Jackson Street Historic Water Tower Site
6. MOTION TO ADJOURN



**Meeting of the Heritage Preservation
Commission
Held at the Elk River City Hall
Thursday, November 20, 2025**

Members Present: Commissioner Gavin Tuckey, Commissioner Zachary Griffiths, Commissioner Jayne Dietz, Commissioner Lance Lindberg

Members Absent: Commissioner Linda Campbell

Staff Present: Community Development Director Zack Carlton

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:04 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSIDER MINUTES

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

4.1 DRAFT Minutes - October 8, 2025

5. GENERAL BUSINESS

5.1 Jackson Street Historic Water Tower Site

Mr. Carlton reviewed that the Jackson Street Historic Water Tower Site plan had been approved at the November 17, 2025 City Council meeting.

Mr. Carlton stated that the Capital Improvement Plan (CIP) currently under review by the City Council included \$50,000 in funding toward the project. He suggested using some of this funding to have a more detailed plan to present when looking for funding such as planting or construction plans.

Mr. Carlton asked the Commissioners what they would like to see on the interpretive signs.

Councilmember Calva suggested a QR code which led to a map of the walking trail.

Mr. Carlton reviewed a grant opportunity which included funding for interpretive programs and public education such as historical markers, heritage tours, and wayfinding. The grant is a 70/30 federal/local match.

Mr. Carlton stated the water tower site would include approximately six interpretive signage boards. The city internal communications team could work on designing the boards.

Councilmember Calva asked if the signs would be one or two-sided. Mr. Carlton stated the signs were one-sided.

Commissioner Griffiths asked if the sign content would be changeable. Mr. Carlton asked the Commission how often they would want to rotate information on the signs. The Commissioners questioned how to add information that happens in the future. Mr. Carlton suggested leaving a couple of sign panels blank for future use.

Commissioner Dietz suggested one sign panel could be for the water tower history and asked if the fire department should have one.

Commissioner Tuckey envisioned the water tower site as the beginning of the historic walk and stated it should highlight some of the historical things that aren't mentioned on other sites along the tour. He asked about school-related history. Councilmember Calva stated that some historical information was located within Handke School.

Councilmember Calva agreed one of the panels could be about the fire department, one about the tower and fires. He suggested one panel could be about the walking tour.

Mr. Carlton stated the downtown kiosk at Rivers Edge Commons had four sides for information. Mr. Carlton suggested other information points could be at Handke School, Native American history at Bailey Point, history of energy near Elk River Municipal Utilities, or the history of agriculture/industry at William H. Houlton Conservation Area. The Commission should consider what type of history they may want to include at each location.

Mr. Carlton reviewed that the grant funding may cover some of the costs of construction plans.

Commissioner Griffiths asked if Mend Collaborative was putting together a timeline of when grants are due. Mr. Carlton stated he has one more call with Mend Collaborative and is working with the information previously provided.

Commissioner Tuckey asked about action steps before the next meeting. Mr. Carlton asked the Commission to consider what information they would like on each site panel. He stated that the other historic walking tour site panels could be constructed sooner, before the water tower site was completed.

Mr. Carlton stated he would submit the preliminary grant and put together a spreadsheet of different grants and timelines.

Commissioner Tuckey asked if certain items could be purchased in advance if businesses earmarked

funding toward a particular feature of the site. Mr. Carlton stated the money could be allocated for the feature and spent when it was ready to be constructed.

5.2 Elk River History Trail

Mr. Carlton stated that the Commission discussion had moved into Item 5.2.

Commissioner Dietz asked if the donated hitching posts would have a plaque on them to indicate what year they are from or what they are. Councilmember Calva asked if the hitching posts could be identified on one of the information panels. Mr. Carlton suggested on the panel describing the trail.

Mr. Carlton added that the Commission does not need to follow the sites listed on the brochures from the packet. They can set their own historic site stops for the trail. Mr. Carlton added that it was a good time to consider options while the streets and sidewalks were being redone. Information could be embedded into the sidewalks such as directional signs for the walking tour or information about historic buildings.

Commissioner Dietz suggested a QR code on the buildings with historic background information.

Mr. Carlton stated that there was no Preserve Minnesota conference in 2026. Instead, the National Alliance of Preservation Commissions will be holding their annual forum in Minneapolis. The Commission should consider if they wished to attend the event July 22-26, 2026.

Mr. Carlton stated that Steve Rohlf reached out through Mayor Dietz with information that Vernon Cemetary will be celebrating their 150th Anniversary in 2026. He wished to know if the Commission wanted to participate in the event in summer 2026. Commissioner Lindberg suggested highlighting notable Elk River people located in the cemetery to give some of their history.

Mr. Carlton also noted that in 2030, Elk River will be 150 years old.

Commissioner Lindberg stated that a website reached out to him with some photos of Elk River and asked him to review some of their content for accuracy.

Commissioner Griffiths reviewed that the Wikipedia website for Elk River was not currently accurate.

6. MOTION TO ADJOURN

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

The meeting adjourned at 6:47 p.m.

Minutes prepared by Katie Porath.

Lance Lindberg, Chair

Tina Allard, City Clerk

DRAFT



Request for Action

To
Heritage Preservation Commission

Item Number
5.1

Meeting Date
January 15, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Annual Election of Officers

Reviewed by
Katie Porath

Action Requested

Nominate and elect the Heritage Preservation Commission Chair and Vice Chair for 2026.

Background/Discussion

Per HPC bylaws, the positions of chair and vice chair are elected annually. In 2025, the officer positions were appointed as follows:

Chair – Lance Lindberg
Vice Chair – Zachary Griffiths

The bylaws state the following:

At the first regular meeting in each year, the members shall elect a chair and vice chair who shall hold the office for a period of one year. The city ordinance states a member must have one year of experience before being elected to serve as chair. If both the chair and vice chair are absent, the remaining quorum shall appoint one member to preside at that meeting.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Request for Action

To
Heritage Preservation Commission

Item Number
5.2

Meeting Date
January 15, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Annual Bylaw Review

Reviewed by
Katie Porath

Action Requested

Review and discuss the HPC bylaws. The Commission can recommend changes if desired.

Background/Discussion

The bylaws and enabling resolution of the HPC may be reviewed at any time and must be reviewed at least once per year at the annual meeting.

As part of the annual review, board members may propose any other changes to the bylaws or enabling resolution by motion. All bylaw changes shall be reviewed and approved by the Heritage Preservation Commission and must be filed with the Office of the City Clerk.

Financial Impact

None

Mission/Policy/Goal

Reflect the culture of citizens and what is important.

Attachments

- I. HPC BYLAWS DATED 09-26-2024

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City of Elk River

Bylaws of the Heritage Preservation Commission

Article 1. Purpose

As outlined in city ordinance the purpose of the Heritage Preservation Commission is to review and make recommendations to the city council on issues pertaining to the historical, archaeological, engineering, and cultural heritage of the city. The commission shall participate in the preservation and acquisition of the city's heritage and historical sites.

Article 2. Responsibilities

As outlined in city ordinance, the responsibilities of the Heritage Preservation Commission are:

The heritage preservation commission shall prepare, hold hearings on, and recommend to the city council such plans, programs, and policies as it deems necessary to carry out the purposes of this division. Such powers shall include, but are not limited to, the study of and recommendation to the city council on the following:

- (1) Work for the continuing education of residents with respect to city historic and architectural heritage. It shall keep current and public a register of designated heritage preservation sites and areas.
- (2) Conduct a continuing survey of all areas, places, buildings, structures, or similar objects in the city which the commission, based on information available or presented to it, has reason to believe are, or will be, eligible for designation as heritage preservation sites.
- (3) Solicit gifts and contributions to be made to the city and assist in the preparation of applications for grant funds to be made to the city for the purpose of heritage preservation.
- (4) Recommend engaging the services on a permanent or part-time basis of technical experts and other such persons as may be required to perform its duties.
- (5) Make recommendation that an area, building, district, or object be designated a heritage preservation site.
- (6) Review and make recommendations relative to requests for heritage preservation site alteration permits.
- (7) Recommend application to the National Register or the Minnesota Historical Society for the designation of a historic site or district.
- (8) Make recommendations on the acquisition of sites eligible for designation as a heritage preservation site by gift, negotiation, or eminent domain as provided for in Minn. Stats. ch. 117.

Article 3. Meetings

- A. Annual Organizational Meeting. The first meeting of the year shall be the organizational meeting which includes the election of officers, a review of bylaws, and approval of the annual scheduled meeting calendar.
- B. Commission Schedule. As outlined in city ordinance, the Heritage Preservation Commission shall meet at least six times per year. Regular Meetings shall be held every other month on the third Thursday at 6:00 p.m., at the Elk River City Hall The meeting schedule shall be posted at the primary office/facility the Commission meets and the Elk River City Hall.
- C. Special Meetings. This policy is set by the City Council. Special Meetings may be added by

consensus of the Commission at a scheduled Regular Meeting to complete unfinished or newly planned business of the scheduled Regular Meeting. Special Meetings require a 72-hour public notice in accordance with the Minnesota Open Meeting Law. Special Meetings shall not replace scheduled Regular Meetings. Failure to attend a Special Meeting shall result in an absence.

- D. Attendance Policy. This policy is set by the City Council. Members are expected to maintain a proper attendance record. Attendance is vital to community service and City Council expectations. Because attendance is important, the City Council has adopted the following attendance policy:

Members shall be automatically removed for lack of attendance. Lack of attendance is defined as:

- Missing two (2) scheduled Regular Meetings during a calendar year without an excused absence or missing 50% of Regular and Special Meetings with or without an excused absence during a calendar year.

An absence may be excused if the staff liaison or the Office of the City Clerk are notified no later than 12 p.m. (noon) on the day of the scheduled meeting.

Participation for less than three-fourths (3/4) of a meeting shall be considered an absence. Members removed pursuant to this paragraph shall not continue to serve on the board or commission. A member may appeal termination by requesting a hearing before the City Council within 10 days of notice of termination.

Staff liaisons shall use a standard commission attendance form to record attendance. The Office of the City Clerk shall forward the attendance record to the City Council each June and December for Council review.

Article 4. Officers, Elections, Duties

- A. As outlined in the city ordinance, a chair and vice chair must be selected. At the first regular meeting in each year, the members shall elect a chair and vice chair who shall hold the office for a period of one year. The city ordinance states a member must have one year of experience before being elected to serve as chair. If both the chair and vice chair are absent, the remaining quorum shall appoint one member to preside at that meeting.
- B. Each voting member has a right to make a nomination for an officer.
- C. A vacancy for an officer shall be filled by a vote at the next regularly scheduled meeting of the Heritage Preservation Commission after the vacancy occurs.
- D. The chair shall preside at all meetings.
- E. The vice chair shall act for the chair in his/her absence.
- F. Any member of the Commission may request to add items to the Regular Meeting agenda. Requests must be submitted to the staff liaison, in writing, no less than seven (7) days prior to the scheduled Regular Meeting.

Article 5. Staff Roles

The city shall provide the commission necessary technical and administrative assistance as follows:

- A. Preparation of and posting of public notices as required by law.
- B. Preparation of all meeting materials, such as agendas, reports, reference materials, and presentation materials.

- C. Preparation of meeting minutes.
- D. Retention of and public access to all commission records.

Article 6. Training

Members are expected to complete recommended training to meaningfully participate and make informed decisions on matters coming before the commission.

Article 7. Reporting

The Heritage Preservation Commission shall provide an annual report of their recent and planned activities to the City Council on the first regularly scheduled City Council meeting in February.

Article 8. Public Records

- A. All commissions receive and create public records while conducting business. Members may also produce public records in their official capacity as a board member. All board-related communications are subject to public disclosure.
- B. Examples of public records include papers, notes, photographs, videos, maps, emails, voicemail messages, instant messages, and text messages. Email and text messages are public records when created by appointed officials and employees for the purpose of conducting official city business. Social media posts may also be considered a public record.

Article 9. Conflict of Interest/Ethics

- A. Members may not, in their private capacity, negotiate, bid for, or enter into a contract on behalf of or with the City of Elk River in which they have a direct or indirect financial interest or perceived financial interest.
- B. A member shall withdraw from Commission discussion, deliberation, and vote on any matter in which the member, an immediate family member, or an organization with which the commission member is associated has a financial or perceived personal interest (see City Ordinance). The member shall also leave the meeting room during the ensuing discussion and vote.
- C. A member may not receive anything of value that could reasonably be expected to influence their vote or other official action (see Minnesota Gift Law).

Article 10. Amendments to Bylaws

All bylaw changes shall be reviewed and approved by the Heritage Preservation Commission and must be filed with the Office of the City Clerk.

Adopted: September 26, 2024



A handwritten signature in black ink, appearing to read "Lance", is written over a horizontal line. The signature is stylized and includes a large circular flourish at the end.

Chair



Request for Action

To
Heritage Preservation Commission

Item Number
5.3

Meeting Date
January 15, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Annual Scheduled Meeting Calendar

Reviewed by
Katie Porath

Action Requested

Set the regular meeting schedule of the Heritage Preservation Commission for 2026.

Background/Discussion

The Heritage Preservation Commission shall hold its regular meetings on the following dates in 2026 at 6:00 p.m. at Elk River City Hall, 13065 Orono Parkway.

January 15
March 19
May 21
July 16
September 17
November 19

As outlined in city ordinance, the Heritage Preservation Commission shall meet at least six times per year. Regular Meetings shall be held every other month on the third Thursday at 6:00 p.m. at the Elk River City Hall.

The Heritage Preservation Commission shall provide an annual report of their recent and planned activities to the City Council on the first regularly scheduled City Council meeting in February which is February 2, 2026 at 6:30 p.m.

Financial Impact

None

Mission/Policy/Goal

Together we win.

Attachments

I. 2026 Boards and Commissions Meetings

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Advisory Board/Commission Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

May						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
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29	30					






March						
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22	23	24	25	26	27	28
29	30	31				





June						
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21	22	23	24	25	26	27
28	29	30				

September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTE: ALL DATES ARE SUBJECT TO CHANGE.

-  EDA (5:30 p.m.) and City Council (6:00 p.m. or after EDA mtg)
-  Heritage Preservation Commission - 6:00 p.m.
-  HRA (5:30 p.m.) and City Council (6:30 p.m.)
-  Community Event Center Commission - 6:30 p.m.
-  Parks and Recreation Commission - 6:30 p.m.

-  Planning Commission - 6:30 p.m.
-  Utilities Commission - 3:30 p.m.
-  City Council
-  Utilities Commission (3:30 p.m.) HRA (5:30 p.m.) City Council (6:30 p.m.)

Holidays

- Jan 1 - New Year's Day
- Sept 7 - Labor Day
- July 28 - Planning Commission/Council Retreat
- Jan 19 - Martin Luther King Jr. Day
- Nov 11 - Veterans Day
- Feb 16 - Presidents' Day
- Nov 26 - Thanksgiving
- May 25 - Memorial Day
- Nov 27 - Day after Thanksgiving
- June 19 - Juneteenth
- Dec 24 & 25 - Christmas Holidays
- July 3 - Independence Day Observed

Community Event Center Commission meets at Furniture and Things Community Event Center, 1000 School St
 Utilities Commission meets at ERMU, 13069 Orono Parkway
 Unless otherwise noted, all other meetings are held at Elk River City Hall, 13065 Orono Parkway



Request for Action

To
Heritage Preservation Commission

Item Number
5.4

Meeting Date
January 15, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Jackson Street Historic Water Tower Site

Reviewed by
Katie Porath

Action Requested
Discuss signage content for the Water Tower Park.

Background/Discussion

During the HPC meeting in November, we discussed what the signs within the proposed Jackson Street Historic Site should include. Additionally, how should the historical/interpretive information fit into the possible Elk River Historic Walking Trail?

Please brainstorm ideas for these signs and bring sketches or notes to the meeting. The draft plans include four freestanding interpretive signs and a timeline. Staff will prepare an activity to support idea generation and layout.

Financial Impact
None.

Mission/Policy/Goal
Reflect the culture of citizens and what is important.

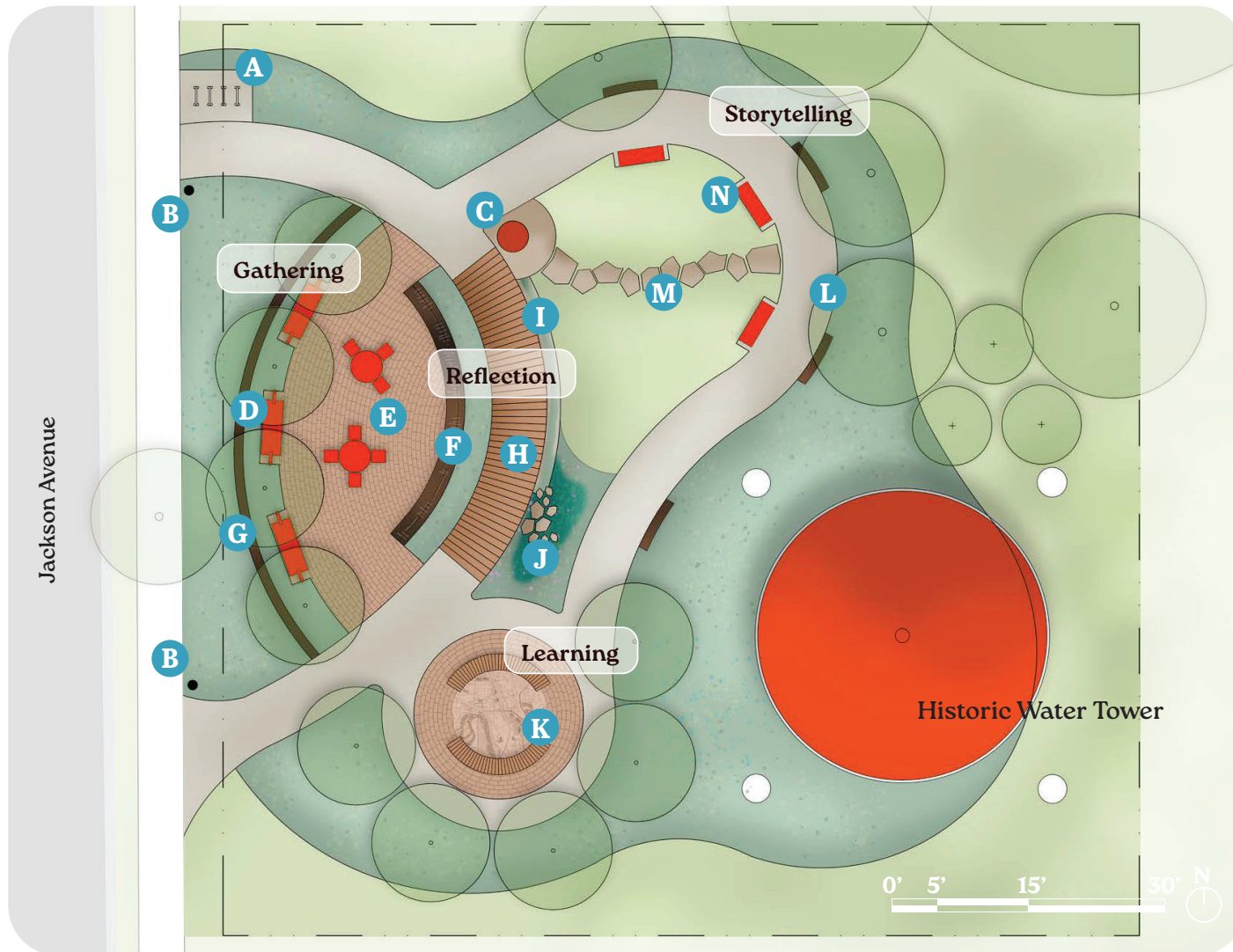
Attachments
I. Final Concept Plan

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Final Concept



Legend

- A** Bike Racks (4)
See Page 9
- B** Historic Hitching Post
- C** Stone Water Feature
See Page 11
- D** Swinging Benches (3)
See Page 9
- E** Cafe Tables (2)
See Page 9
- F** City History Timeline
See Page 8
- G** Park Welcome Wall
See Page 8
- H** Boardwalk
See Page 11
- I** Interactive Water Runnel
See Page 11
- J** Rain Garden
See Page 11
- K** Outdoor Classroom
See Pages 7, 8, 9
- L** History Walk & Signage
See Page 8
- M** Stepping Stone Path
- N** Benches (3)
See Page 9