



**Meeting of the Heritage Preservation
Commission
Held at the Elk River City Hall
Thursday, January 15, 2026**

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

Members Absent: None.

Staff Present: Community Development Director Zack Carlton, Recording Secretary Katie Porath

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 Tuckey and seconded by Commissioner Dietz to approve the agenda. Motion carried 5-0.

4. CONSIDER MINUTES

Moved by Commissioner Griffiths and seconded by Commissioner Dietz to approve the following consent items as outlined in their respective staff reports. Motion carried 5-0.

4.1 DRAFT Minutes - November 20, 2025

5. GENERAL BUSINESS

5.1 Annual Election of Officers

Commissioner Campbell asked if the current Chair and Vice-Chair were willing to continue to serve.

Moved by Commissioner Campbell and seconded by Commissioner Dietz to nominate and elect Lance Lindberg as the Heritage Preservation Commission Chair for 2026. Motion carried 5-0.

Moved by Commissioner Tuckey and seconded by Commissioner Campbell to nominate

and elect Zachary Griffiths as the Heritage Preservation Commission Vice Chair for 2026. Motion carried 5-0.

5.2 Annual Bylaw Review

Moved by Commissioner Dietz and seconded by Commissioner Campbell to amend the bylaws to move the meeting time from 6:00 p.m. to 5:00 p.m. Motion carried 5-0.

Moved by Commissioner Campbell and seconded by Commissioner Griffiths to approve the bylaws as amended. Motion carried 5-0.

5.3 Annual Scheduled Meeting Calendar

The Commission asked that the board and commission calendar be updated with the new meeting time.

Moved by Commissioner Dietz and seconded by Commissioner Griffiths to set the regular meeting schedule of the Heritage Preservation Commission for 2026 as amended. Motion carried 5-0.

5.4 Jackson Street Historic Water Tower Site

Mr. Carlton reviewed the signage for the Water Tower Site as well as three or four additional signs on the Historic Trail to potentially include the Downtown kiosk, Bailey Point Nature Preserve, William H. Houlton Conservation Area, and the Elk River Municipal Utilities (ERMU) site.

Commissioner Dietz asked if any of the content on the Water Tower Site signs could be interchangeable. Mr. Carlton stated one sign could rotate content.

The Commissioners brainstormed ideas for the park signs, timeline, and historic trail signs by writing on post-it notes and grouping the ideas by theme on the wall.

The Commission arrived at four themes for the signs including early history, industry, notable people, and history of the water tower. In addition, William H. Houlton Conservation Area signage could include information on agriculture and native plants, the ERMU sign could include the history of power and the atomic plant, and a sign at Bailey Point Nature Preserve could discuss Native American presence.

Councilmember Calva liked the idea of interviewing Elk River residents and featuring their story on the site sign. Commissioner Campbell suggested adding a QR code linked to an audio interview. Commissioner Tuckey commented that some people find QR codes gimmicky and difficult to use, however, in this case, it could be valuable to link to past interview content. Chair Lindberg agreed that not everyone knows how to use a QR code.

Councilmember Calva discussed the ferry that used to go across the river and the stories surrounding that time in history. Chair Lindberg shared some of the history of the ferry in Elk River and added that

there used to be two ferries.

Mr. Carlton asked the Commission to continue to consider the content for the signs before the March HPC meeting and add any details.

Mr. Carlton reminded the Commission of the Forum 2026: Preservation Currents event held by the National Alliance of Preservation Commissions on July 24-26, 2026 in Minneapolis. He encouraged the Commissioners to consider attending and stated registrations would be shared when officially launched.

Commissioner Dietz added that the Vernon Cemetery is celebrating their 150th Anniversary this year. The Vernon Cemetery Association has asked if the HPC would help with the event.

Chair Lindberg asked if a historic walking trail sign should be included at Handke Center. Mr. Carlton suggested athletics for content.

Commissioner Campbell asked if there would be information on the historic walking trail located at the Water Tower Site. Mr. Carlton suggested a separate component in the park.

6. MOTION TO ADJOURN

Moved by Commissioner Campbell and seconded by Commissioner Dietz to adjourn the meeting. Motion carried 5-0.

The meeting adjourned at 6:59 p.m.

Minutes prepared by Katie Porath.

Lance Lindberg, Chair

Jolene Richter, Deputy City Clerk