



Heritage Preservation Commission

Thursday, May 21, 2026

5:00 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 - March 19, 2026
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 Interpretive Signs and Walking Tour Information
 - 5.2 HPC at the Farmers Market
6. STAFF UPDATE
7. MOTION TO ADJOURN



**Meeting of the Heritage Preservation
Commission
Held at the Elk River City Hall
Thursday, March 19, 2026**

Members Present: Commissioner Linda Campbell, Commissioner Gavin Tuckey, Commissioner Zachary Griffiths, Commissioner Jayne Dietz, Commissioner Lance Lindberg, Commissioner Elizabeth Balmanno, Councilmember J. Brian Calva

Members Absent: None.

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 by Vice-Chair Griffiths at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSIDER MINUTES

Commissioner Dietz asked that the minutes from the January 15, 2026 meeting be changed to say that the Vernon Cemetery Association had asked the Heritage Preservation Commission for help with the Cemetery's 150th Anniversary celebration.

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

4.1 DRAFT Minutes - January 15, 2026

5. GENERAL BUSINESS

5.1 Jackson Street Water Tower Historic Site and Walking Tour

Mr. Carlton reviewed some themes that had been identified for the interpretive signs and suggested the Commission could begin identifying locations, timelines, language, and design ideas for the signs. He suggested beginning with interpretive signage for Bailey Point Nature Preserve, William H. Houlton

Conservation Area, and the downtown area. Mr. Carlton showed the Commission what an AI program had created based on what is available on the internet, the Commission's themes, and some prompts. This was intended as a way to generate conversation among the commissioners.

Commissioner Tuckey appreciated that the example sign seemed approachable for younger audiences and interlaid images with the text.

Commissioner Dietz added that a QR code could go on the bottom of the signs linking to more information. Mr. Carlton recalled that the Commission had discussed a QR code leading to interviews during their last meeting.

Commissioner Campbell asked if someone from Elk River Municipal Utilities could provide information on how a water tower is maintained. Mr. Carlton stated that former Commission member Tony Mauren had created an informative video on the water tower that may contain that type of information.

Commissioner Campbell added that there is some interesting information about the location on the edge of an aquifer.

Commissioner Tuckey asked if there were images of the current signs at Bailey Point Nature Preserve, William H. Houlton Conservation Area, and the downtown area. Mr. Carlton stated he could take pictures and send them to the group.

Vice Chair Griffiths presented information he had compiled. He showed a walking tour brochure created by the "historic courthouse restoration commission" circa 1893. He compiled information from the Bureau of Land Management creating a spreadsheet of landowners and a map. The information outlined names and dates of sale of public domain land into private lands between 1854-1915. Vice Chair Griffiths explained that land was taken under public domain purchased with land warrants. Land warrants were issued to veterans as a thank you for their service and many sold these. The Commission applauded Vice Chair Griffiths research and information.

Commissioner Campbell asked if Vice Chair Griffiths had any comments on notable people. Commissioner Dietz asked who had owned the most property. Vice Chair Griffiths stated a man named Carl C.P. Meyer owned several thousand acres. He added that most of the land along the Mississippi River was claimed first.

Commissioner Tuckey recalled that the HPC had discussed a passport for each location on the Elk River historic walking tour with a stamp or embosser.

The Commission decided to split into teams to research the three potential sign locations and formulate content.

Bailey Point Nature Preserve - Commissioner Tuckey and Commissioner Dietz. Points of interest could include a historic, wealthy neighborhood, early golf course and tennis court, and old newspaper clippings from the area.

William H. Houlton Conservation Area - Commissioner Campbell and Commissioner Dietz. Points of interest could include agricultural history, native flora and fauna, and questions such as "did we used to have elk in Elk River?"

Downtown Area - group effort.

Mr. Carlton suggested the Commission members begin their proposed sign text in a Word document and could outline what is the big topic, the history aspect, educational component, and interesting facts. Commissioner Tuckey added that it would be beneficial to note the source of any information they collect for future reference and cross-checking. Mr. Carlton asked that the text be written to an elementary student level.

Mr. Carlton added, if the Commission had ideas for images or graphics they could sketch them out or talk with the City graphic design staff. Commissioner Campbell asked about the size of the proposed signs. Mr. Carlton stated he could measure the current signs to get an idea of their size.

Commissioner Dietz asked about applying for grants. Mr. Carlton stated the grant he had heard about in January was not a good fit for the project but he would look for other potential grants.

5.2 Vernon Cemetery 150th Celebration

Mr. Carlton stated he had heard from Sherburne County History Center representative Emma Hoard regarding the Vernon Cemetery 150th Celebration which will be held Saturday, June 20, 2026 from 1:00 p.m. - 3:00 p.m. The Sherburne County History Center is looking for volunteers for basic logistics such as refreshments and directing traffic as well as volunteers to perform living history acts.

Chair Lindberg arrived at 5:53 p.m.

Vice Chair Griffiths asked what a living history act entailed. Mr. Carlton stated the volunteer would perform a verbal history of a person who was buried at Vernon Cemetery.

Commissioner Balmanno asked if there had ever been cemetery tours. Chair Lindberg stated the Chamber of Commerce had led cemetery tours in the past.

Vice Chair Griffiths, Commissioner Tuckey, Commissioner Balmanno, and Councilmember Calva were interested in learning more about the living history performances.

Councilmember Calva was willing to volunteer as needed.

Commissioner Balmanno added that she was connected with local theater groups and could ask them about volunteering.

6. STAFF UPDATES

Mr. Carlton reviewed that registration for the National Alliance of Preservation Commission annual forum will be opening soon and asked who was interested in attending the event in Minneapolis July 24-26, 2026.

The following Commissioners were interested: Commissioner Campbell, Commissioner Dietz, Commissioner Balmanno.

The following Commissioners were unsure: Vice Chair Griffiths and Councilmember Calva.

The following Commissioners were not available: Chair Lindberg and Councilmember Tuckey.

Mr. Carlton stated that Parks and Recreation staff Karen Wingard had asked if the HPC could come up

with some dates of historic significance in Elk River that could be matched to historic occurrences throughout the United States in celebration of the 250th Anniversary of the United States. Elk RiverFest will be held July 25, 2026. Mr. Carlton asked the Commission to come with these dates to the May 21, 2026 meeting.

Commissioner Dietz added that a number of HPC Commissioners had attended the Commission Appreciation dinner where Mr. Carlton gave a nice presentation.

The Commissioners introduced themselves and gave some of their background.

7. MOTION TO ADJOURN

Moved by Commissioner Campbell and seconded by Commissioner Dietz to adjourn the meeting. Motion carried 6-0.

The meeting adjourned at 6:22 p.m.

Minutes prepared by Katie Porath.

Lance Lindberg, Chair

Justin Dunford, City Clerk



Request for Action

To
Heritage Preservation Commission

Item Number
5.1

Meeting Date
May 21, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Interpretive Signs and Walking Tour Information

Reviewed by
Katie Porath

Action Requested
Review and Discuss Interpretive Signage Opportunities

Background/Discussion

During our last meeting, the Commission discussed interpretive signage for the historic walking tour. Existing interpretive signage and locations that appear ready for updating include the existing kiosks in Downtown, Bailey Point, and Houlton Conservation Area. All of these locations have unique opportunities to tell different aspects of the community's history.

Commissioners identified sites that piqued their interests and agreed to work in pairs to refine the narratives and messaging. This meeting will be a great opportunity to share what you have found since March and to continue the momentum as we move forward.

Financial Impact
None.

Mission/Policy/Goal
Timeless.

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
May 21, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
HPC at the Farmers Market

Reviewed by
Katie Porath

Action Requested

Discuss goals and activities for the Elk River Farmer's Market Booth.

Background/Discussion

The HPC will host its annual booth at the farmer's market on Thursday, July 23rd. Our booth will be open the entirety of the market, and we can plan split time to provide members with a break.

The HPC has typically hosted trivia and discussed ongoing projects. Please brainstorm ideas and activities for our booth this summer.

Financial Impact

None.

Mission/Policy/Goal

Timeless.

Attachments

None

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