

MEETING MINUTES

Town of Rock Creek - Plan Commission

DATE	March 23, 2026
TIME & LOCATION	7:00 PM - Rock Falls Town Hall
MEETING CALLED TO ORDER BY	Al Sandberg

IN ATTENDANCE

Member Name	Present	Absent
Steve Dahl	x	
Mary Kay Francis	x	
Kyle Gilles	x	
Randy Koller		x
Al Sandberg, <i>Chair</i>	x	
Carolyn Sylte, <i>Secretary</i>	x	
Harry Warden	x	

AGENDA

- Call to Order** at 7:07 pm.
- Roll Call.** See table above.
- Approval** of February 2026 Plan Commission minutes. Motion to approve minutes was made by Harry Warden. Steve Dahl seconded. No discussion. All approved. Motion carried.
- Open **public comment** period for items that do not appear on this agenda. No public present.
- Discuss research completed by plan commission members and review and potentially prepare survey questions and survey information letter. Continue discussions on delivery/marketing of the surveys. Discuss any other actions needed to begin updating the plan.
 - Per Kyle Gilles finalized count of surveys to be mailed. Based on this, he discussed with L&M final pricing. Determined it is more cost effective to have them print and stuff envelopes to qualify for bulk mailing pricing. Last price was \$925. New price is \$999. If we addressed and stuffed ourselves, the price difference is approximately \$50. Addresses must be in .csv format. Kyle took the address PDF from the County and brought data into Excel. He removed duplicate people, so they only receive one survey.
 - The survey will be mailed the week of 3/23/26.
 - Plan Commission went through Excel file of addresses and removed those that didn't have a house/mailbox, missing data, cemeteries, churches, DNR, duplicates, etc. Final count 471. Will print 480. Extras will be mailed to Al Sandberg.
 - Motion was made by Harry Warden to have Kyle go ahead with L&M with the list finalized tonight. The invoice will be mailed to the Town, along with the return envelopes with completed surveys. Steve Dahl seconded. No discussion. All approved. Motion carried.
- Tabled.** Discuss and create a plan to identify all **roads** in the Town of Rock Creek and roads that may be **vacated**.
- Tabled.** Review Town **road construction ordinance** and **driveway ordinance**.
- Public Discussion.** N/A since no community members were present.

9. **Future Agenda Items and Announcements.** Prior to the next meeting, it was determined: Kyle—Finalize bulk mailing with L&M, Carolyn—Generate QR code and place on survey, create Excel file with 1,060 numbers for mail merge. Email Kyle Word format of survey and Excel file with numbers for mail merge.
10. **Adjournment.** Motion was made by Mary Kay Francis. Steve Dahl seconded. No discussion. All approved. Meeting adjourned at 7:52 p.m.

NEXT MEETING

Monday, April 20, 2026, at 7 PM.

Recorded on March 23, 2026

By Carolyn Sylte, Plan Commission Secretary

UNAPPROVED