

MEETING MINUTES

Town of Rock Creek - Plan Commission

DATE	February 16, 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

1. **Call to Order** at 7:07 pm.
2. **Roll Call.** See table above.
3. **Approval** of January 2026 Plan Commission minutes. Motion to approve minutes was made by Harry Warden. Mary Kay Francis seconded. No discussion. All approved. Motion carried.
4. Open **public comment** period for items that do not appear on this agenda. No public present.
5. 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.
 - Harry Warden presented a draft of the cover letter to be enclosed with the Land. It was decided to put this letter at the top of the survey.
 - Per Kyle Gilles' conversation with L&M, the cost of the Land Use Plan Survey and mailing is: \$200 for printing for 1,060 copies of 3 pieces of paper each; envelopes, \$60, fold and insert, \$150; mail and address, \$125; postage, \$0.39 each outgoing; postage, \$0.75 each return.
 - Mailing labels that Al Sandberg printed from Dunn County were looked at and duplicates were removed.
 - Determined Adobe Express will be used for the QR code generation.
 - Harry made a motion and Steve seconded for Kyle to hire L&M for survey mailing services up to the approved budget of \$2,500.
 - Post-meeting, emails were exchanged relating to the survey:
 - On **Monday, Feb 23**, Carolyn Sylte wrote: I have put the URL address on the survey.
 - On **Monday, Feb 23**, Kyle Gilles wrote: No. With this being figured out, I will be reaching out to L&M either this afternoon if my schedule allows or hopefully Wednesday as tomorrow I am full with meetings and traveling in the afternoon to a jobsite.
 - On **Monday, Feb 23**, Harry Warden wrote: No for me. Harry. I was just wondering.

- On **Monday, Feb 23**, Mary Kay Francis wrote: Mary Kay says No.
 - On **Monday, Feb 23**, Randy Koller wrote: Having read the minutes and these emails: I Say No
 - On **Monday, Feb 23**, Carolyn Sylte wrote: I say No.
 - On **Sunday, Feb 22** at 10:53 PM Al Sandberg wrote: I say we can add the URL address next to the QR Code without another meeting. This does not change what was discussed in the last meeting. We agreed both “online and paper”. URL is still online. In our meeting we discussed that some of the residents may struggle with online. Does not matter if it is QR code or URL, same struggle will exist. We talked about getting the most participation. We decided both “online and paper”. We authorized Kyle to purchase the package with return envelopes and postage (SASE’s). We discussed the cost of return postage (approximately \$400) even at full price. It would take an emergency meeting to reverse that decision. If I get 3 responses from plan commission members requesting such meeting, I will request Kelly post it. We will need 24 hours notice for posting. If I do not get such responses, Kyle will continue as originally directed in last meeting. As for the adding results, we will tabulate paper results and combine them with online results. This should not be an issue. Please respond yes or no, no later than 4pm Tuesday 2/24/2026 on whether or not to have an emergency meeting. I say No.
 - On **Sunday, February 22, 2026** at 07:39:50 PM CST, C. Sylte wrote: Some good points. I am thinking we can’t make these decisions without a meeting to discuss.
 - On **Fri, Feb 20, 2026** at 5:45 PM Harry Warden wrote: Just wondering...can we add the link designation to the survey sheet for folks like me that don’t have a smart phone but have smarts enough to punch the link into a tablet? Also, do we want to waste all the return postage on the SASE’s for those that use the online survey? Does the program let us add the paper results? Just did a survey for WWT.net that only did the online with QR and link designation. No paper. Maybe I should have brought this up earlier, but maybe one or the other: Paper or online?
6. **Tabled.** Discuss and create a plan to identify all **roads** in the Town of Rock Creek and roads that may be **vacated**.
 7. **Tabled.** Review Town **road construction ordinance** and **driveway ordinance**.
 8. **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 Harry Warden. Kyle Gilles seconded. All approved. Meeting adjourned at 9:15 p.m.

NEXT MEETING

Monday, March 23, 2026, at 7 PM.

Recorded on February 16, 2026

By Carolyn Sylte, Plan Commission Secretary