

# MEETING MINUTES

## Town of Rock Creek - Plan Commission

DATE	January 19, 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 November 2025 Plan Commission minutes. Motion to approve minutes was made by Kyle Gilles. Harry Warden seconded. No discussion. All approved. Motion carried.
4. Open **public comment** period for items that do not appear on this agenda. No public present. However, Carolyn Sylte suggested adding the month and year to the term of committee members that was established March 2025. See table.

Member Name	Term (Yrs)	Term Expires March
Harry Warden	1	March 2026. Will reup if Board approves
Carolyn Sylte	2	March 2027
Mary Kay Francis	3	March 2028
Al Sandberg	4	March 2029
Steve Dahl	5	March 2030
Kyle Gilles	6	March 2031
Randy Koller	7	March 2032

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.
  - Al Sandberg went to a Town Board meeting and presented an estimate of approximately \$2,500 to mail the surveys. The Town Board approved this budget amount.
  - Al Sandberg also presented to the Town Board members the per diem Plan Commission members receive for both 2025 and 2026. Members received checks for 2025 meeting attendance of \$10 per meeting. The secretary gets \$20 per meeting.
  - Al Sandberg will contact Tammy Traxler from Dunn County on what it did to ensure there are no duplicate survey submissions. Dunn County used SurveyMonkey and this collected an IP address where duplicates could be identified. Carolyn Sylte will investigate if Microsoft Forms, what the Township survey is currently formatted in, collects IP addresses.
  - Al Sandberg determined the Microsoft Word Mail Merge feature can automatically number the paper surveys to manage duplicate surveys being submitted. All households will receive two in the mail.
  - Mailing labels. Tammy Traxler contacted Land Information Office and is cc'ing Al Sandberg in her request for mailing labels.
  - Mary Kay Francis proposed having a deadline date on the survey and the information letter. Also include a QR code on the information letter.
  - Committee reviewed the information letter for the survey. Kyle Gilles suggested including the Land Use Plan needs updating and the Plan Commission started meeting again in March 2025.
  - It was discussed to have a paper announcement with a QR code reminding people to submit their surveys be posted during spring voting at the Town Hall.
  - Plan is to finalize the survey at the February meeting and label and stuff envelopes at the March meeting. To make this work, the March 2026 Plan Commission meeting will be changed to Monday, March 23 at 7 p.m. instead of March 16, 2026.
  - Carolyn Sylte will send an email copy of the Land Use survey draft to Committee members for final proofing.
6. **Tabled.** Discuss and create a plan to identify all roads in the Town of Rock Creek and roads that may be vacated.
7. Review Town **road construction ordinance** and **driveway ordinance**. Discussion was had about the current Driveway Ordinance. More on this will be completed after the land use survey is completed and sent.
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: Harry—finalize cover letter, Al—get the mailing labels, Kyle—investigate bulk mailing, Carolyn—print survey in shortest format and send e-survey to committee members.
10. **Adjournment.** Motion was made by Harry Warden. Kyle Gilles seconded. All approved. Meeting adjourned at 8:11 p.m.

## **NEXT MEETING**

Monday, February 16, 2026, at 7 PM.

Draft Prepared on January 16, 2026

By Al Sandberg, Plan Commission Chairman of Rock Creek

Recorded on January 19, 2026

By Carolyn Sylte, Plan Commission Secretary