

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 finalized survey questions, survey information letter, and delivery/marketing of the surveys.
 - 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 mail pricing. Last price was \$925. New price is \$999. Addresses must be in .csv format. Kyle took the address PDF from the Dunn 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.
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

APPROVED