

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

- Call to Order** at 7:07 pm.
- Roll Call.** See table above.
- 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.
- 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.
 - 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 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, 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.
- 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 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

UNAPPROVED