

**NOTICE TO RESIDENTS  
TOWN OF CRESCENT  
MINUTES FOR  
TOWN BOARD MEETING  
WEDNESDAY, JANUARY 15, 2025  
9:00 A.M., CRESCENT TOWN HALL**

**Board Members Present:** Robb Jensen, Chair; Mike Pazdernik, Supervisor; Tracy Hartman, Clerk.

**Board Members Absent:** Kyla Waksmonski, Supervisor and Carla Fletcher, Treasurer.

**Call to Order:** Chairman Jensen called the meeting to order at 9:00 a.m. at the Crescent Town Hall. The meeting has been properly posted and distributed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Musson LLC Consultant Proposal – Highway Shop:** Jensen reported that there has been discussions on the board to review the highway shop and improvements needed. Jensen was contacted by Jeff Musson who provided a proposal to provide architectural design services for the evaluation of the town shop building. There are three parts to the proposal which include: Part 1 – Identify the Problems, Part – 2 Identify Possible Solutions, Part Three – Implement the Preferred Solution. Musson stated that part one will include a site visit, identifying the concerns of town personnel, evaluating the plumbing, heating, ventilation and electrical systems within each building, evaluate the site and paved areas, prepare schematic drawings of the buildings and prepare a report for the board. Pazdernik asked if this proposal is necessary as he believes the shop should be torn down. Musson stated that based on his quick walk-through the shop has good bones, the cold storage needs to be improved upon and the salt shed looks good. Musson stated that areas of concern based upon the walk-through are insulation, heating system (would like to go to an infra-red heater) and air input. Pazdernik asked where the breaking point is between a new building versus improvements. Musson stated that part of the proposal will be coming up with estimated costs for improvements. Part two will include schematic drawings showing possible solutions to the problems identified in part one, prepare cost estimates for each solution, present solutions and costs to the board for review and and revise the preferred solutions as directed by the board. Part two is where Musson will work with a contractor to come up with estimates for improvements. Musson stated that based upon the boards recommendation from part 2, part 3 will include an implementation of the preferred solution. Part 3 will include obtaining state plan approval for the project, preparing the bidding documents, invitation to bid, pre bid walkthrough of the existing site, answer questions during bidding, open bids and make recommendations, prepare contract between the town and contractor, provide on-going observation during construction, review and approve all contractor pay requests, resolve conflicts and provide project close out. Motion by Jensen to approve part one of the proposal from Jeff Musson regarding the Crescent Town Shop located at 2241 river road at an estimated cost not to exceed \$5000. Seconded by Pazdernik. All aye; motion carried. Jensen stated that he recommends part 2. Pazdernik stated that he doesn't know that he wants to commit to part 2 until the results of part 1 are known. Musson stated that when part 1 is completed the board does not need to move forward with part 2 if they do not feel that it is necessary. Jensen clarified that Musson will not move forward with part 2 until the board reviews the preliminary report and approves moving forward with part 2. Musson agreed with that clarification. Motion by Jensen to approve the proposal from Jeff Musson regarding the Crescent Town Shop located at 2241 River Road for part 2 at an estimated cost not to exceed

\$5000. Seconded by Pazdernik. All aye; motion carried. Pazdernik asked what the time table for this project will be. Musson stated that ideally he would like to bid the project today as contractors are looking for their upcoming projects, however, that is not realistic. Discussion regarding construction not beginning until spring of 2026. Pazdernik asked when part 1 will be completed. Musson stated that part 1 will take approximately 90 days depending on the consultants availability.

Jensen adjourned the meeting at 9:25 a.m.