
To: Village of Palmyra
From: Josh Meyerhofer, PE
Subject: Westfield Development Status Update
Date: January 2, 2026

Purpose:

This memo summarizes the current project status and identifies key items & dates.

Updates:

- CSM & Preliminary Plat were conditionally approved on the 11/03/2025 Village Board Meeting contingent upon addressing outstanding review comments from MSA.
- Virtus and design engineer, Bolton & Menk, have been in touch with MSA following the meeting & submitted additional iterations of the CSM addressing technical comments on the CSM.
- MSA recommended approval of the CSM on 12/15/2025 based on the CSM submitted 12/11/2025.
- CSM was signed & recorded on 12/30/2025.
- Village Attorney, Stan Riffle, provided a draft Warranty Deed for the transfer of CSM Lot 2, corresponding with Phase 1 of the development. Village will need to sign this document to transfer the land over to Virtus for development.
- Virtus shall submit private site plans & SIP documents prior to private development commencing.
- MSA has been in touch with Town of Palmyra Board regarding Jurisdictional Transfer of CTH H. The Town would like to see a couple documents prior to voting on the transfer including an exhibit of specific ROW sections to be transferred to the Village vs the Town and a draft agreement between the Village & Town to cover road maintenance once transferred.
 - MSA will coordinate the agreement verbiage with the Village prior to sending the initial draft.
 - Regarding the exhibit for ROW transfer, further discussion with Jefferson County (following bullet point) is needed to clarify requirements. If the County does not supply this document, MSA will draft and provide a copy to the Village for approval.

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- MSA has communicated with Jefferson County regarding the Jurisdictional Transfer & will provide update on the County's schedule. In previous communication, the County was in favor of the transfer and so it's a matter of scheduling to provided documents on the appropriate meeting timeline. MSA anticipates no issue at the County level.
- MSA has communicated with BSLMD regarding the rerouting of the existing force main & reuse of the current force main, positioned south of CTH H, as the discharge for the Westfield development, saving the need for redundant force mains running parallel to each other along the ROW. BSLMD agrees that the plans are technically sufficient. There is ongoing discussion regarding maintenance, compensation and legal transfer requirements. MSA will continue to update the Village with information on the force main discussion with BSLMD.
- Public infrastructure design is progressing through QA/QC and is approaching biddable status.
- MSA to continue coordination with Virtus and Bolton & Menk to ensure public infrastructure coincides with finalized private lot plans.

Future Actions & Proposed Schedule:

- January
 - Bid Public portion of project
- February
 - Review & approve bids
- March
 - Sign Contracts for Public work
- April
 - Commence Construction
- Virtus
 - Submit Private Lot Engineering Plans, Final Plat & Specific Implementation Plan (SIP) prior to private development
- MSA
 - Finalize public infrastructure design, bid documents & permitting.