
To: Village of Palmyra
From: Josh Meyerhofer, PE
Subject: Westfield Development Status Update
Date: January 30, 2026

Purpose:

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

Updates:

- CSM was signed & recorded on 12/30/2025.
- Property transfer of Lot 2 was recorded on 01/07/2026
- MSA confirmed with Jefferson County that the limits of municipal boundaries established during the annexation of the Westfield parcels provides the Town with connecting ROW to Town parcels surrounded by Village lands. This addresses one concern the Town had with the transfer process.
- MSA will develop a draft agreement for CTH H maintenance post jurisdictional transfer.
- MSA will coordinate verbiage with the Village prior to sending the initial draft to the Town for review.
- MSA & Virtus have coordinated with WE energies for gas & electrical layouts. Initial estimates (responsibility of Virtus) were provided 01/29/2025.
- BSLMD requested a meeting with the Village to discuss possible compensation for the use of the existing BSLMD forcemain along CTH H. Management District President Paul Cannestra stated the next BSLMD Board meeting is scheduled for February 12 and they will schedule a time following the meeting.
- MSA to continue coordination with Virtus and Bolton & Menk to ensure public infrastructure coincides with finalized private lot plans.
- Plans & bid documents will be finalized in the next week in preparation for bidding.
- Virtus shall submit private site plans & SIP documents prior to private development commencing.
- MSA will submit finalized plans for outstanding permits through various agencies to be received prior to construction.

MEMO

January 2, 2026

Future Actions & Proposed Schedule:

- February 6
 - Submit final plans and bid documents to Palmyra Enterprise for Advertisement for Bid
- February 13
 - 1st publication of Ad for Bid
- February 20
 - 2nd publication for Ad for Bid
- March 2
 - Bid opening
- March 2-6
 - Review and recommend bids
- March 16 Committee of the Whole
 - Award contract
- April
 - Begin construction
- Virtus
 - Submit Private Lot Engineering Plans, Final Plat & Specific Implementation Plan (SIP) prior to private development
- MSA
 - Coordinate BSLMD agreement
 - Coordinate County Hwy H Jurisdictional Transfer