



MSA Memo

To: Village of Palmyra
From: Josh Meyerhofer, PE
Subject: Westfield Development Status Update
Date: April 6, 2026

Purpose:

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

Updates:

- Bids were received on March 3, 2026. UPI was the low bidder.
- Bids were higher than anticipated, largely due to dewatering costs.
- MSA & UPI met onsite the following week to dig additional test pits and observe groundwater conditions. 3 of the test pits were dry down to ~15 during excavation with the fourth showing signs of groundwater at about 14'. The three dry test pits accumulated water overnight after initially appearing dry.
- MSA is continuing to work with UPI to determine the best options to minimize dewatering costs and keep the project within budget. Adjustments to the contract value can be made via Change Orders to reduce the scope as needed to keep within the Village's Budget.
- Jurisdictional Transfer Agreement of County Highway H & accompanying documents have been drafted. These were reviewed by the Village and Village Attorney before forwarding to the Town of Palmyra for review and comment. Once both the Town & Village agree on the content, this can be signed by both parties and sent to County for official jurisdictional transfer.
- MSA has coordinated with WE energies for gas & electrical layouts. Detailed private development plans need to be provided to WE energies to finalize their design.
- MSA has communicated with Spectrum & Brightspeed to coordinate service and installation for the development.
- DNR approval for stormwater management permit was received 03/11.
- MSA has submitted permits to the state for Marsh Road detour and sanitary & water main extensions and are in review.

220 EAST BUFFALO ST, SUITE 201, MILWAUKEE, WI 53202
P (414) 296-4333 • TF (800) 362-4505 • F (608) 807-5148
WWW.MSA-PS.COM

MEMO

January 2, 2026

- Meeting between BSLMD, Village and MSA is scheduled for 04/02/2026 to discuss terms of the force main connection & transfer of ownership.
- MSA to continue coordination with Virtus and Bolton & Menk to ensure public infrastructure coincides with finalized private lot plans.
- Virtus shall submit private site plans & SIP documents prior to private development commencing.

Future Actions & Proposed Schedule:

- April 6
 - Award contract for Westfield Development
- April
 - PreConstruction meeting
 - Establish construction schedule
- April/May
 - Begin construction
- Virtus
 - Submit Private Lot Engineering Plans, Final Plat & Specific Implementation Plan (SIP) prior to private development
- MSA
 - Finalize BSLMD agreement
 - Finalize County Hwy H Jurisdictional Transfer
 - Coordinate Construction Related Services with UPI's construction schedule.