



MSA Memo

To: Village of Palmyra
From: Josh Meyerhofer, PE
Subject: Westfield Development Status Update
Date: May 18, 2026

Purpose:

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

Updates:

- Construction began week of 04/20/2026
 - Clearing and grubbing as well as earthwork are ongoing
 - Soils are generally good and compacting well for establishing road subgrade
- MSA onsite 05/04/2026 for site progress inspection with RAMS
 - Subgrade within the Phase 1 boulevard appeared solid while under load of construction equipment
 - MSA communicated with Virtus to schedule a follow up meeting to observe the conditions of the private lots
- Town of Palmyra Board Meeting on 05/11/2026, Tim attended
 - Village Board & Town Board need to coordinate a joint meeting in the coming weeks to discuss details of CTH H transfer
 - This meeting is important to proceed with transfer of CTH H and construction progress
- Onsite meeting held 05/12/2026 – MSA/Village/Virtus/RAMS/UPI/Giles
 - Virtus will contract with geotech to determine action to address unstable soils on private lots
 - Current plan is for RAMS to fill the lots with compacted lifts during mass excavation of public infrastructure
 - Prior to private lot development, Virtus will contract with geotech to analyze soil conditions and make recommendations for foundations at that time.

MEMO

May 14, 2026

- Any additional work needed by geotech or RAMS to address private lots shall be under separate contract with Virtus
- Village shall discuss terms and acceptability of BSLMD proposed terms of force main transfer from Blue Spring Lake Drive to discharge manhole NE of Carriage way.
- Communication with Marsh Trust representative (W1428 Marsh Rd) and Mr. Kincaid (N695 COUNTY ROAD H) took place in the past two weeks to discuss construction activity and limits of disturbance relative to property lines.
 - RAMS is aware of both communications and details surrounding future lot line
- MSA & Virtus have started bi-weekly meetings to coordinate status updates as private development plans are finalized
- MSA will provide a Construction Site Representative to monitor construction, perform inspections and document as-built information.
 - Not anticipated to be required during mass excavation/erosion control placement but will be onsite regularly during road and utility construction.
- MSA to continue coordination with Virtus and Bolton & Menk to ensure public infrastructure coincides with finalized private lot plans.
 - Last communication with Virtus indicated they are targeting late summer for home construction
- Virtus shall submit private site plans & SIP documents prior to private development commencing.

Future Actions & Proposed Schedule:

- Priority:
 - Village Board & Town Board to hold joint meeting to discuss and finalize terms of CTH H transfer
 - Virtus to submit private site plans to WE Energies to finalize gas & electric routing
 - Village to decide on terms of BSLMD force main
- May
 - RAMS to continue earthwork
- June
 - Anticipated Marsh Road Closure
 - UPI to begin utility work
 - MSA construction site representative to begin regular construction observation
- Virtus
 - Submit Private Lot Engineering Plans, Final Plat & Specific Implementation Plan (SIP) prior to private development
- MSA
 - Assist with BSLMD agreement
 - Assist with County Hwy H Jurisdictional Transfer
 - Continue to communicate with contractors during construction.