

## Wooldridge, John

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**From:** Wooldridge, John  
**Sent:** Monday, April 26, 2021 4:37 PM  
**To:** Heim, Kimber  
**Cc:** Morgan, Douglas; Snider, Carly  
**Subject:** RE: 110412 FAI 37 PCL 8, 11, 12, 15, & 17 Billing Packages

Thanks Kimber,

Yes, I will sign RE-24 on the requested Parcels (8, 11, 12, & 17) with the understanding that you will complete all the missing items on Wed/Thur. or at closing as requested below. Our normal process is to hold a billing package for all items to be submitted unless we are in a time crunch (up against the certification and plan file date). The Clear date for 110412 has been extended to 8/1/21 with Plan File due 10/11/21. I will need to go back and verify that everything missing gets completed.

Carly: I will get these four signed tomorrow (or Wednesday at latest) and additional requests ASAP even though the files are not yet completed. Please hold these warrants on PID 110412 until I release each one (other than PCL 15 which is completed).

Kimber: you will need a form RE-69 on the parcels noted. Please see the P&P 5201.11(D)(4)(i) which requires the RE-69 if improvement is located in easement area (unless there is a Contract). Improvements are defined to include items like signs, fence, and other objects; but generally do not include grass, trees, gravel, concrete, etc. Technically, we should also have an RE-95 form, but I waive that need unless we are uncertain as to ownership or real property classification. I think you may be referring to a removal agreement (RE66 & RE68) from your statement about "remove." Please provide owner notice by the encroachment letter (8 on 110412) as modified and approved by Jason (the Laura version) after personal contact (in person or phone) as that is how we clear encroachments on all the projects with or without acquisition in D5. I can send you a link to it or resend you the doc if you need it. If appropriation letters are in the file, I will sign them for you to help get the owners moving forward. Here is the current list as updated today:

- PCL 15 (Completed, just need to close).
- PCL 8
  - Scan of full NIAGFO.
  - Corporate Resolution (with Signature Authority).
  - Plans Scanned.
  - Encroachment Letter.
- PCL 11
  - Scan of full NIAFGO.
  - Need a Signed RE-69 Bill of Sale.
  - Plan Letter Scan.
- PCL 12
  - Scanned Instrument (will need for Simplifile Recording anyways).
  - Signed NIAGFO Scanned.
- PCL 17
  - Scanned Instrument as Signed (this one too can be Simplified).
  - Need RE-69 Bill of Sale.
  - Encroachment Letter.
- PCL 18
  - Need Signed RE-69 Bill of Sale (for the fence).
  - Signed Encroachment Letter

- NIAGFO
- 60 Summary
- Notarized Instruments
- Plan Letter
- Construction Plans
- PCL 16
  - Scanned Title
  - Billing (Donation) Package.
- PCL 2
  - Billing or Appropriation Package.
- PCL 6
  - Billing Package.
- PCL 9
  - Billing Package.
- PCL 20
  - Billing Package.
- PCL 1
  - Appropriation Package unless signs.
- PCL 21
  - Billing Package

Has the business (AEP) using PCL 1 vacated the take area or do we need to do a PP move (relocation) and perhaps a business relocation? Will Parcel 9 provide a partial mortgage release? Can you verify that all offers have been made in person or by certified mail (I think so, but wanted to check since we are discussing appropriations)?

I noticed that Paradox is entered as “acquisition complete” for some parcels not signed or filed (for example, PCL 2; all but PCL 1 & 21); please do not enter that as complete until it is either signed and billed or an appropriation package is submitted as that is how we track incomplete parcels. Also, please enter the dates as when they are submitted, not 3 months earlier (see PCL 6; or all, as an example). Please go over this with Allison if she is doing those entries. Thanks!

I should have all signed RE-24 in the I drive for Carly and you to proceed this week. Please let me know if I can do anything else to help.

Please let me know if you have any questions, comments, or concerns. Thank you.

Respectfully,

**John R. Wooldridge**

*Real Estate Administrator*

ODOT District 5

9600 Jacksontown Road, Jacksontown, OH 43030

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**From:** Heim, Kimber <Kimber.Heim@dot.ohio.gov>

**Sent:** Monday, April 26, 2021 2:39 PM

**To:** Wooldridge, John <John.Wooldridge@dot.ohio.gov>

**Cc:** Morgan, Douglas <Doug.Morgan@dot.ohio.gov>; Snider, Carly <Carly.Snider@dot.ohio.gov>

**Subject:** RE: 110412 FAI 37 PCL 8, 11, 12, 15, & 17 Billing Packages

Please process these RE 24s. All items are re-scanned and I will be putting in the file Wed or Thurs.

Corporate Resolution for 8 will be gotten in closing

There are no RE 69's as everyone is letting the State remove.

Encroachment Letters will be unnecessary for most parcels as is allowed if the Plan Letter addresses. If you want an Encroachment Letter to make you feel the file is complete. Please let me know which Encroachment Letter I am to use the one from our Forms webpage or the letter revised by Laura.

I would like to get all the warrants out before the middle of May which will leave the Appropriation Letter parcels 1, 2, 6. Appropriations Letters are ready for your to sign for mailing. PCL 001 Appropriations Package only needs to be prepared for mailing to AGO. I believe PCL 002 and PCL 006 will settle during the month of May.

PCL 9 is reviewing via Legal, but asked me to send them the documents with legal descriptions as complete for their use, completed this on 4/22. Leitnaker Farms will be the last signing as the person needing to sign will be available the first week of May if his physical therapy proceeded and he was allowed to return home. I do however have the signed NIAGFO from the son who runs the farming business and let him know the details of NIAGFO and Plan Letter. PCL 016 the Village of Thurston, will be donating both SH and T.

Thanks

Kimber

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**From:** Wooldridge, John <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>

**Sent:** Friday, April 16, 2021 4:17 PM

**To:** Heim, Kimber <[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)>

**Subject:** 110412 FAI 37 PCL 8, 11, 12, 15, & 17 Billing Packages

Hello Kimber,

Great job getting 5 packages in for billing on this project, including the Alexis Howard parcel that seemed to be an impossible challenge only 9 months earlier. I went through and approved all the administrative settlement requests (4 of the 5) and processed what I could. Can you please enter Paradox for all five and also take care of the following items that I was not able to find in the "I" drive (they are likely all in paper or possibly saved on a C or W drive rather than in the shared network "I")? Thanks for your help in finishing this up so I can sign the rest of the RE-24's for Carly.

- PCL 8
  - Scan of full Title.
  - Scan of full NIAGFO.
  - Corporate Resolution (with Signature Authority).
  - Plan Letter Scan.
  - Plans Scanned.
  - Encroachment Letter.
  - Paradox entries.
  - Question: do we need a "Permit" that was discussed? It appears you were helping owner with a Township Permit for a sign, is that for a new sign or did they request a DND for the encroaching sign?
- PCL 11
  - Scan of full NIAFGO.
  - Need a Signed RE-69 Bill of Sale.
  - Plan Letter Scan.

- Paradox.
- PCL 12
  - Scanned Instrument (will need for Simplifile Recording anyways).
  - Signed NIAGFO Scanned.
  - Paradox.
- PCL 15
  - Paradox Only (this ones is already signed and being billed, but need Paradox entries please).
- PCL 17
  - Scanned Instrument as Signed (this one too can be Simplified).
  - Need RE-69 Bill of Sale.
  - Encroachment Letter.
  - Paradox.

A complete list of Encroachments includes two non-acquired parcels: ENC #1 SH1=Concrete Pad Removed, #7 NO TAKE 4 Posts & Sign Removed, #8-SH Sign Removed, #9-SH 3 Signs Removed, #14 NO TAKE Post Removed, #17-SH 11 Posts Removed, #18-SH 37' Fences Removed, #20-SH Post Removed Boulder Removed & 168' Picket Fence Remove. Please scan in all the encroachment letters for all these items and parcels when you get a chance. Let me know if you need any assistance on encroachments.

If Paradox entries are still an issue, see if Dina can enter for you. If Dina cannot, then give me the list of what needs entered where and I will get it in there for you. Thanks!

Please let me know if you have any questions, comments, or concerns. Thank you.

Respectfully,

**John R. Wooldridge**

*Real Estate Administrator*

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