

Heim, Kimber

From: Heim, Kimber
Sent: Tuesday, April 7, 2020 10:32 AM
To: Wooldridge, John
Cc: Morgan, Douglas; Gwinn, Julie
Subject: RE: Priority of Assignments (list of work) for Meeting on 4/6/20 @ 10

93109, VA almost complete for PCL 002, intend to complete VA for PCL 001 in the event SWL chooses not to donate due to the increase on the Utility costs. Better to have all the avenues covered since the Board is quarantined and meeting via SKYPE as well. I discussed project with them already and the counsel for the District sent me an email so I can forward to the Board members and him at the same time. Paradox is an issue, I will attempt to work on entering tasks.

93006 Updating of the PCL 015 and 016 titles had to be done as the auditor changed the parcel information without a recorded correction to the deed of record with the exception...so I have these ready to transmit, but due to the size of each of the downloads, Outlook will not let me send to appraiser Helwig. Can you send me instructions on uploading to the ftp site if that is how we handle large attachments.

Appraisals are underway. VA "Over the Fence" valuations are being completed for the City of Zanesville/Greenwood Cemetery, the RR, and the County piece. Should be done by end of next week.

I have also been in contact with the Board, the transfer will take three readings, however, they are pondering whether the three readings can be overridden in light of the current quarantine situation for County of Zanesville and City of Zanesville.

As discussed throughout this process, Shawn Crawford will not be needed for any of the work on this project, especially if both will donate their parcels. He has already been in contact with the RR and is working through that process at this time. I will provide him the VA once all have signed and FMVE has been set.

As discussed on consultant authorizations, at this time, there are no PIDs that are going to warrant spending money and enduring the time constraints, as the consultants are also banned from recorders offices, probate offices, etc. So Allison and I can get most of the prelim work done on Safety projects 110407, 110412 and Emergency Slip 102016 titles are almost completed for both parcels Watson and Bussey. We have pulled comp information but have not begun to work through subject and comp views and completing the VA, so you will need to complete two more checklists for PID 102016.

All your LOW priorities below are waiting for others to complete their parts before I can move forward with any action. I am however, preparing the negotiation documents for each of the parcels being acquired.

At the same time, I am still training Allison on Title understanding, how to complete VA assignments and Negotiation assignments thru manual study and phone discussions.

Kimber L. Heim

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From: Wooldridge, John

Sent: Monday, April 6, 2020 8:27 AM

To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>

Cc: Morgan, Douglas <Doug.Morgan@dot.ohio.gov>; Gwinn, Julie <Julie.Gwinn@dot.ohio.gov>

Subject: Priority of Assignments (list of work) for Meeting on 4/6/20 @ 10

Greetings Kimber,

Following is a list of items that have been written down to discuss at our 10am meeting rather than sending numerous daily emails, calls, and correspondences. I have them listed by priority (Urgent, high, medium, low, and Very Low) and tried to include PIDS and CRS when possible. I think we will focus more on the urgent and high and any thoughts on how we can help get these off the list. Thanks.

URGENT:

- 93109 LIC-40 (PE Phase work).
 - Update Paradox Dates and assignment.
 - Agency (Kimber) complete VA PCL 2 checklist.
 - Appraiser (Allison) do VA PCL 2.
 - Scan and save titles since completed
- 93006 MUS-70 (PE Phase work).
 - Update Paradox Dates (need entered).
 - Agency (Kimber) complete VA/VF Checklists.
 - Parcels 15, 16, and Railroad.
 - Need sent to reviewer (Harvey Norton to CO).
 - Need to assign (Allison?) VA for Railroad parcel.
 - Send scanned titles to Appraiser (Helbig needs 15, 16, & all (3?) for 17-1.)
 - All docs in PDF to Shawn Crawford for Govt. parcels.
 - Plans, titles, appraisals, etc.

HIGH:

- 93109 LIC-40 (RW Phase Work).
 - Prepare and plan to make offer when authorized.
 - Offer Certified Mail or In-Person on PCL 2.
 - Can email docs to PCL 1 School.
- 93006 MUS-70 (PE Phase work).
 - Prepare and plan to make offer when authorized.
 - Offer Certified Mail or In-Person on PCL 15, 16, 17-1, & Railroad.
 - Can email docs to PCL City and County.
- 110069 COS-643 ROE Recording of final 3 parcels.
- Taxes paid by Pope on the Pope Lease.
 - CAUV Tax Form to Coshocton County as requested in Jan.
- Send JR and Contract Requests for your projects (if any consultant help is wanted).
 - Takes 2-3 weeks to get them each Authorized.

MEDIUM:

- 101004 MUS-60 Clear Encroachment.
- Planning and Tracking for the FY-22 Projects including the 4 safety projects and other PIDS on R/W Tracker.
- All R/W, Stage 1, 2, & 3 Plan and Legal Description Reviews by the due dates.

- Collect Painter Lease default (you may have assigned this to Allison in December 2019?).
- Lease Renegotiated on Pope in COS-76.
- Lease renegotiated on Superior in LIC-16.
- Tax bills need exempted.
 - I can email you the PDF's of you do not have the paper still.
 - These do not include the 4 special assessment ditches in LIC county.
- Provide JR (box-up or place in in-box) or file all docs requested by email dated 12/26/19 (see email for details).
 - All old Property Management files (leases, disposals, processed payments).
 - Contracts and Invoices (including invoice billing packages).
 - Should be scanned and filed.
 - Needed for completing PM closeouts and scans caught-up to current by JR, Carly, & Mike.

LOW:

- 93263 COS-541 Closing/SWAP/Finishing.
- 80704 LIC-16 NEW WEN offer.
- 111229 GUE-146 Acquire after ROE.
- 110069 COS-643 Acquire after ROE.
- 112409 GUE 209 Acquire after ROE.
- 102016 MUS 22 Acquire after ROE.

VERY LOW:

- 101244 D05 GR Help Owner do Driveway Permit.
- Closeouts on ODOT Projects.
- 103192 & 103226 FAI-33 Transfers to correct owners.
- OLD items to clean-up not yet provided.

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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