

## Wooldridge, John

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**From:** Wooldridge, John  
**Sent:** Monday, April 28, 2025 9:33 AM  
**To:** Megan Matrka; Greg Vriezelaar; Michael Hamilton  
**Cc:** Gawell, Shyna  
**Subject:** RE: ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

Thanks Megan,

We appreciate that you found the owner change (to Trust). You are correct, a new offer will be needed (this one is not a 'revised' offer, it is a new NIAGFO for the different owner). It will need made in person or certified mail to start the 30 days. Here are some items to verify get done for the package:

- Offer in person (doc by notes) or Certified Mail (need signed green card).
- Once received offer, send appropriation (final) letter.
- Inform Attorney Kenter by sending him a package (reg mail or email is fine).
- Update notes.
- Update 60/60-1/61 in REAL OS:

Required By Law				
PLEASE NOTE THE FOLLOWING CHECKED ITEMS ARE REQUIRED BY FEDERAL TITLE III COMPLIANCE LAWS AND DEPARTMENTAL POLICY				
Title Report Verified On	Appraisal Procedure Explained On	Fair Price Policy Explained On	Payment in 5 to 8 Weeks Explained On	Made Offer Verbally On
MM/dd/yyyy	MM/dd/yyyy	MM/dd/yyyy	MM/dd/yyyy	MM/dd/yyyy
Made Offer in Writing On	Explained Payment Of Taxes (if applicable) On	Structure Retention Offered (if applicable) On	Appropriation Procedure Explained On	Plan Letter Delivered/Ma
01/11/2025	MM/dd/yyyy	MM/dd/yyyy	MM/dd/yyyy	01/11/2025

- Update title for appropriation.
- PDF emails and save to REAL OS.
- Update REAL OS.
- PDF all new/updated docs (keep the originals in REAL OS too) ... This would include all the instruments reflecting name change.

You can submit the package to me within 30 days, as soon as you get the offer made and send the final letter. This and the other parcels are likely not done by 5/1 ... would 5/15/25 be sufficient time to wrap it all up? Thanks for confirming and helping us get 111621 to the finish line.

Have a nice day.

Respectfully,

**John R. Wooldridge**  
**Real Estate Administrator**  
**ODOT District 5**

9600 Jacksontown Road  
Jacksontown, Ohio 43030  
D: 1.740.323.5427 C: N/A

[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)



**Department of  
Transportation**

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**From:** Megan Matrka <MeganM@WestErieRealty.com>

**Sent:** Monday, April 28, 2025 8:12 AM

**To:** Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Greg Vriezelaar <gregv@WestErieRealty.com>; Michael Hamilton <MichaelH@WestErieRealty.com>

**Cc:** Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>

**Subject:** Re: ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

John,

The notes and other items for parcel 20 were put in RealOS back in early February when the attorney stated he wouldn't be discussing with me and will reach out to ODOT after ODOT files. Updating the title today, I noticed the change in name for the property. It is now under a Trust (see attached). We can send a new offer package to the Trust ASAP and update the notes.

Thanks,

Megan



Megan Matrka

Project Manager

p: 614.602.2762 m: 614.325.6214

a: 485 Metro Place South, Suite 475, Dublin, Ohio 43017

w: [www.WestErieRealty.com](http://www.WestErieRealty.com) e: [MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)

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**From:** Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>

**Sent:** Friday, April 25, 2025 3:13 PM

**To:** [John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov) <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>

**Cc:** [Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov) <[Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov)>

**Subject:** Re: ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

John,

I will get the revised offer out asap. I'll take a look at parcel 20 and submit.

Will keep you posted!

Thanks,

Megan

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

**Sent:** Friday, April 25, 2025 2:23 PM

**To:** Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>  
**Cc:** [Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov) <[Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov)>  
**Subject:** RE: ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

Hi Megan,

I met with and received some direction from our AGO regarding FAI-158 PID 111621 for appropriations.

Any parcels that are not signed/closed/recorded will either need signed ASAP or need a revised offer to start the 30 days since the UV changed to UV1 & UV2 could be considered a change to the take/offer. The parcels updated per the prior list included 13, 14, 16, 18, 19, 21, 25, 27, & 29. I know Parcel 21 is unsigned and could go to appropriation (waiting on their appraisal). I am not 100% sure about the others (18 & 19 are closed). Please make the 'revised offer' to parcel 21 (certified mail to owner with copy to attorney by mail or email) and any other parcels as needed. The revised offer is not the same as NIAGFO (call me if you are unsure of the revised nature). The FMVE is not changing, but the take did. Please keep REAL OS current with the added files.

Additionally, parcel 20 will need filed as appropriation. Please submit appropriation package in REAL OS. This includes current PDF of 60, 60-1, & 61 in REAL OS; title update within 3 days of submission, and complete file (i.e., all emails and other docs) saved in REAL OS files. In looking at the last plan set, this parcel did not change, and no revised offer needed. I would like that wrapped up by 5/1/25 if possible.

Last, if the 5/1/25 clear date cannot be met; please request an extension with details as to how much time is needed for each parcel including specific challenges. Thank you and have a nice weekend.

Respectfully,

**John R. Wooldridge**  
**Real Estate Administrator**  
**ODOT District 5**

9600 Jacksontown Road  
Jacksontown, Ohio 43030  
D: 1.740.323.5427 C: N/A

[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)



**Department of  
Transportation**

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**From:** Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>

**Sent:** Thursday, April 10, 2025 8:16 AM

**To:** Wooldridge, John <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>

**Subject:** RE: ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

Please see attached status report for FAI-158

Thanks,  
Megan



Megan Matrka

Project Manager

p: 614.602.2762 m: 614.325.6214

a: 485 Metro Place South, Suite 475, Dublin, Ohio 43017

w: [www.WestErieRealty.com](http://www.WestErieRealty.com) e:  
[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)

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-----Original Appointment-----

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

**Sent:** Wednesday, December 6, 2023 3:46 PM

**To:** [John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov); Greg Vriezelaar; Travis Missler; Michael Hamilton; Megan Matrka;  
[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)

**Subject:** ODOT D5 & West Erie Status Meetings PIDS 115989, 113400, & 111621

**When:** Thursday, April 10, 2025 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Microsoft Teams Meeting

Hi Greg,

Status Meetings for each of the three listed PIDS. Feel free to invite anyone that I may have missed. You can include appraisers to specific meetings or keep them informed separately. Please submit status reports the day before. All projects to be fully in REAL OS. Thank you.

JR

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## Microsoft Teams meeting

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Video Conference ID: 112 940 453 7

[Alternate VTC instructions](#)

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