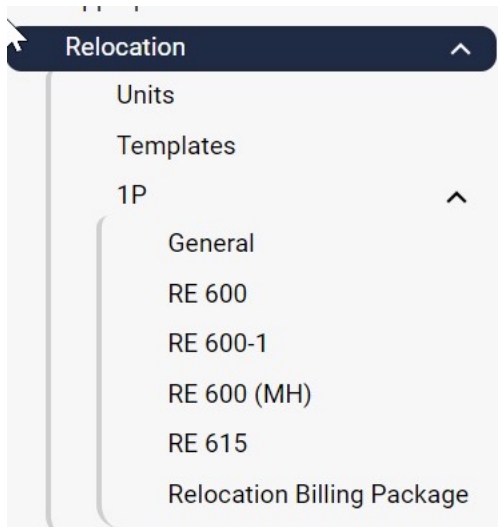


Heim, Kimber

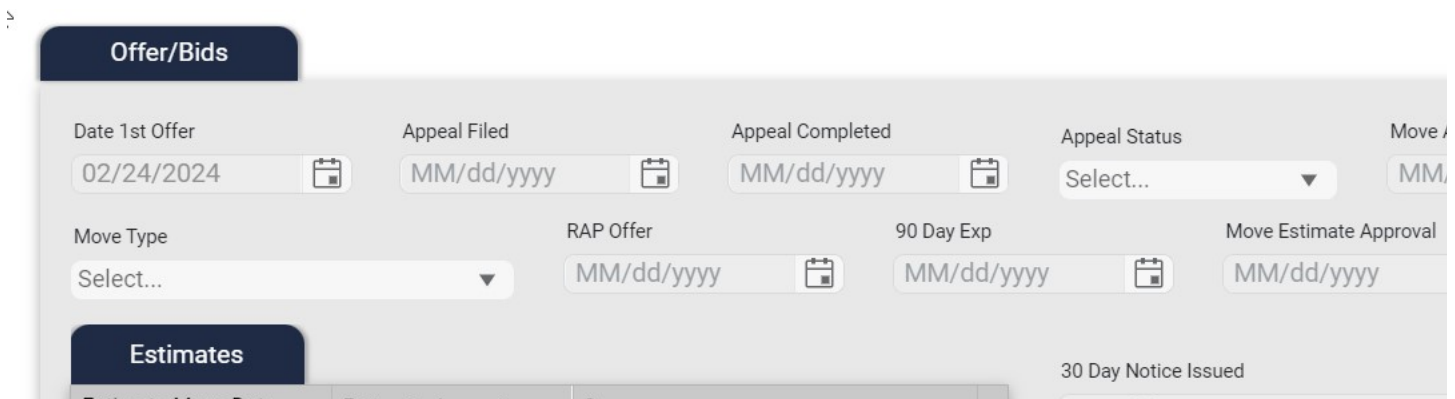
From: Moorman, Patty
Sent: Tuesday, April 16, 2024 6:34 AM
To: Heim, Kimber
Cc: Gilmore, Drew
Subject: RE: MUS 376- 115989

You need to complete the RE600 for Thomas Jr. and the RE600-1 for Thomas Sr in Real OS and to add the notes



You need to update your notes as Thomas Sr stops at the pre-acq.

You need to fill in on the main screen the offer date and 90 day notice exp dates.



Patty Moorman

Relocation Unit Manager

ODOT Office of Real Estate, MS 4120
1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Monday, April 15, 2024 4:30 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Cc: Gilmore, Drew <drew.gilmore@dot.ohio.gov>
Subject: RE: MUS 376- 115989

Both parcels have been in REAL OS for a while. Instructed to create them as parcels in the parcel tab, but matt told us two weeks ago that they needed to be added as units under Parcel 010 and that was accomplished.

Kimber L. Heim

Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



**OHIO DEPARTMENT OF
TRANSPORTATION**

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Monday, April 15, 2024 2:13 PM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Gilmore, Drew <drew.gilmore@dot.ohio.gov>
Subject: RE: MUS 376- 115989

They are on your retention site. Under active. Under the PID.

Patty Moorman

Relocation Unit Manager
ODOT Office of Real Estate, MS 4120
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Patty.Moorman@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Monday, April 15, 2024 2:05 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Cc: Gilmore, Drew <drew.gilmore@dot.ohio.gov>
Subject: RE: MUS 376- 115989

Patty:

Please let me know where the files are you mention below?

Kimber L. Heim

Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Monday, April 15, 2024 9:55 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Gilmore, Drew <drew.gilmore@dot.ohio.gov>
Subject: MUS 376- 115989

Kimber,

JR has asked me to continue to work with you on this project and have you continue as the agent of record. Since I made the initial commitment for this project to be a training opportunity, I am willing to continue to work with you on this project, if you are going to be willing to take direction and stay in communication with me on these parcels. It is not training when you strike out on your own, do not communicate with me on your conversations with the displacees. Up to this point, you have been making contact, discussing move arrangements and benefits without my participation and/or without discussing things with me ahead of time and without sharing information with me about the status. I do not need to be at every meeting/conversation, but we need to discuss what you are advising them. I have let JR know that I will work with you as long as you work with me. Once you stop communicating and stop following my direction, I will step back and advise JR to bring in an experienced agent to take over. I want to make that very clear to you. I am more than willing to work with you, mentor you and train you in relocation, to let you be the agent under my guidance, but as soon as you stop taking my guidance, which includes keeping the files up to date, keeping the lines of communication open, then it is no longer possible to accomplish the goal of teaching you relocation. The issues with FAI 33 are now water under the bridge. I am willing to continue and move on, working with you on this project, if you are also willing to put aside any issues and also concentrate on moving forward.

The parcels for MUS 376 have not been entered into Real OS and need done asap JR needs to make assignments to you so you can enter the information. Based on snippets of conversations and/or email comments, there also is a lot missing from the residential tenant parcel in the notes. We need to talk about the documentation, especially the notes as you should have ONE set only and not 5-6. Your files had multiple duplications of forms and that just leads to confusion. I did do some clean up as you will see. Please do not create any more duplicates

but move forward with updating the ONE set of notes, workbook, etc. Your notes on Thomas Sr state you gave a move authorization letter. I am assuming that was the 90 day letter (offer), not the move authorization letter?

Moving forward with this project, we need to have an initial TEAMS meeting to discuss each of these parcels and what you need to do to bring the parcel files up to date. We need to set, scheduled, weekly TEAMS meeting to discuss the parcels. You need to let me know the best time and way to contact you when I have questions, as up to now, when I have sent emails or messages in TEAMS you have not been very responsive. As we discussed, preparing the inventory and determining a move for the personal property parcel will take some time, both in the field to sort through stuff as well as putting it all together. We need to get a time set to do this asap. I will drive down and assist you with that, as well as preparing a move cost finding as a move option, assuming that is how Thomas Sr. wants to proceed. Below is where I believe we are with these parcels, based on the information I found and the information you previously provided to me.

010-1P Thomas W. Rogers

I created a new relocation workbook as the one saved is for residential, had the wrong project info, only had Thomas's name and this is a non-residential parcel for two reasons. First, when a parcel is personal property only move, regardless of if it is residential or non-residential, it goes on non-residential forms and Second, the personal property is of a non-residential nature. This workbook needs contact information filled in.

There is now one set of notes. There should be only ONE set moving forward. I deleted the multiple copies and made some revisions. The notes stop at the preacq back in June and need updated for all contacts you have had with Thomas or efforts to contact Thomas. They also need to reflect the status of the parcel. I do not see a signed receipt of brochure. There is a signed brochure in parcel 10-1 but I cannot tell who signed first as the name was not printed under the signature and the signature is not legible. I assume that was the girlfriend no longer there? The offer letter also is not signed by Thomas, SR to acknowledge receipt. Do you have one? If not, you will get this signature later when he signs the claim form or inventory form. The next step for this parcel is to prepare a detailed, written inventory of the personal property; determine which move option Thomas will go with, make the move determination and authorize the move. Do we know which move option Thomas Sr. will choose and where he will be moving the items? Do you know where he is moving the items to and do you have an estimated move date? The notes do not tell me.

010-1 Thomas Rogers and Hope Miller

There is now ONE set of relocation notes. I deleted the multiple sets. There should be only ONE set moving forward. I updated the Residential Workbook and deleted the multiple versions. I created folders for Comps; Correspondence; Photos; and Not Used (for stuff I did not delete but are kept for reference). What is left are the set of documents to move forward with. The relocation notes need updated to reflect all conversations, emails, letters, contact attempts, etc. The move costs needs determined. Do we know they will use the Fixed Move Schedule? The notes do not tell me. We need to discuss the replacement site as it appears they may have one and are getting you a copy of the lease? Have they moved to do they have a move date? Is it clear what pp is Thomas Jr. and what is Thomas Sr? Do they want a dumpster on site for disposing of items? I understand Charlie is ready to sign so the move cost needs put in place asap on both of these parcels.

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