

Heim, Kimber

From: Wooldridge, John
Sent: Monday, April 29, 2024 10:27 AM
To: Heim, Kimber; Moorman, Patty
Cc: Gilmore, Drew; Morgan, Douglas
Subject: RE: 115989 MUS 376 RELO PCLS 010 1 and 010 1P

Thanks Kimber and Patty,

I appreciate your efforts to accommodate their schedule and hopefully wrap up this parcel.

I noticed the trash comment below. Please see P&P that the process for trash is removal by owner. If we have good reason not to, then the REA can approve trash abandonment and a form RE-AB can be utilized to document it.

Can we have a team discussion on this trash concern? I want to understand the situation better to see if it is a good candidate for trash abandonment rather than the typical remove/broom clean. Thank you!

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



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Monday, April 29, 2024 9:52 AM
To: Moorman, Patty <Paty.Moorman@dot.ohio.gov>

Cc: Gilmore, Drew <drew.gilmore@dot.ohio.gov>; Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Morgan, Douglas <Doug.Morgan@dot.ohio.gov>
Subject: 115989 MUS 376 RELO PCLS 010 1 and 010 1P

Good morning Patty:

Thomas Jr., called and texted me on Friday, 04/26, asking if I could meet him at the property on the weekend with his Dad. I let him know I could not meet him on Saturday or Sunday just because of timing issues. At that point, and because I wanted to make sure Patty would be available I asked him for a date later in the week, and he replied Wednesday (May 1). I have not received confirmation this date will be acceptable for Patty to meet and review the property at the 8895 Gaysport Road location. Please provide date you are available after 5 pm to meet at the displacement site, if 05/01 does not work with your schedule.

I wanted update everyone with the pictures of their personal property:

PCL 010 1 Thomas Jr., the form will have before and now pics, but he says he wants to move most items. Thomas Jr., also asked if he could leave things as trash. I informed him the property to be disposed of would need to be separated from any move cost reimbursement. He understood this.

PCL 010 1P Thomas Sr., stated he wanted all the building materials, tools, etc. around the main structure and had items in a secondary location, lower shed on the property.

Attached are the Workbooks and the Photos at this point.

Kimber L. Helin

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



Heim, Kimber

From: Moorman, Patty
Sent: Monday, April 22, 2024 12:00 PM
To: Heim, Kimber
Subject: RE: MUS 376-5.09 Parcel 010 PID 115989

First, I will be in your area on Thursday, 4/25. It does not appear it will be raining. See if you can get an afternoon appt with Thomas Sr. for the shed. Is it locked? If not, ask for permission to access it. Same with the house. We need to get the inventory done for both what is in the shed and around the house and make a clear decision on what is Thomas Sr and what is Thomas Jr. so move cost can be determined and move authorization letters authorized. If they cannot be there, we can do up the inventories and then send to them for approval. We need a clear, written inventory for the house since they will have a dumpster and we need to make sure there is no duplication of payment.

For Thomas Jr., from your email, it appears they have items from the living room, kitchen and bedroom -maybe 3 rooms for the FMS. I understand they also have items from the bathroom and utility room, which are not rooms counted in the FMS. I agree we could then add on one additional payroom— still need to detail the items as you did in the email into a written inventory since they will be putting items in the dumpster. Normally a written inventory is not needed for a residential move, however, in this case, with the dumpster, I feel we need a clear understanding of what is being thrown into the dumpster and what is actually being moved.

Keep in mind, the FMS is for 'normal rooms of furniture'. Even though they have more than three rooms in the house, the limited items they are taking may only amount to three rooms of furniture, or even two. Also, what do they have in the shed and outside of the house that goes with them, versus the dumpster? Anything? Or are all of those items Thomas, Sr?

Does the District maybe want to allow for abandonment of items instead of the dumpster due to the condition of the house? Same with Thomas Sr. All appliances should go and anything hazardous for sure. Building materials laying about, or in the shed, might be a consideration for abandonment, if the District wants to do that? If most of the stuff just trash?

The wood stove, it is mentioned in the appraisal, though does not have a costs called out. I think that was considered real estate. Check with the appraiser. If so, they cannot move it without Charlie doing a salvage value.

On the bees and wasps, see if you can get someone from the county garage or district garage to spray for the wasps and bee issue now so it is not a hazard for when we are out there. They most likely have the spray to do that. You will want this done for asbestos testing as well and if the structures are boarded up once ODOT has possession for safety purposes. Will you also need to treat the house for rodents? Probably. How soon will the house be razed after possession?

When you are sending me info, please be clear on if you are talking about Thomas Sr or Thomas Jr. Sometimes it is clear, sometimes not. This issue can be solved with Real OS being kept updated. While you have the basic files started, they are not updated.

Let's discuss what is needed for moving forward on this project—working together. I tried to make the agent/mentor relationship work on FAI 33, but it did not as you would not communicate with me, did not complete the required documentation in a timely manner, and would meet and have conversations with Displacees without me. I would like to see this project through so let's clarify what needs to happen. Let's define our roles. You are acting as the relocation agent in training, (meaning not on ODOT's approved list, not approved to work alone) with my guidance and mentoring. This only works if you stay in communication with me, and let me provide the guidance, take constructive criticism and make corrections as requested. As the agent, you write all notes, keep the file up to date. This did not happen on FAI 33. I have requested a weekly TEAMS meeting several times to talk about the relocation parcels on this project as well but you have not provided me with your availability. A short, Monday morning meeting to talk about where you are on these parcels is needed. Can we set a 9:00 am reoccurring meeting for every Monday? I can do earlier if that works for you.

Real OS needs updated NOW. I have been asking that it be updated for months and it is still not. The files are started, but the other forms, notes are not there. The live notes need to be in there, not on a drive I cannot access, the RE 600's need in there and kept updated. The other documents, letters, emails, workbooks, photos, inventory, etc., for the files need uploaded. Real OS is your file. One set of notes, not multiple; one workbook up to date, etc. A new set of notes, or a new document is not saved every time you add information. This is too confusing, trying to find the form with the most up to date information. The naming conventions for a parcel file are found on ODOT's website. Thomas Sr.'s documents need on the correct forms, which are non-residential forms. I need to see these forms now, as the parcels move along, not when it is time for a billing so I know what is going on with these parcels. These need to be done before end of this week. If you are not able to get these done, that tells me you do not have time for these parcels. Relocation requires a lot of documentation for the file to be compliant. It has to be done in a timely manner. The notes need to be up to date and the forms need to be filled in completely. The documentation is just as important as the conversations with the Displacees. W9 and Supplier Info is never kept on our website files. Once the forms are sent to OBM we remove them from our filing system, including billing packages. Any appt set need to be scheduled giving me plenty of time to fit into my schedule, not the day before. The trend has been you schedule them at short notice and I am not able to be there so you go alone to not inconvenience the Displacee.

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: Friday, April 19, 2024 10:10 AM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: RE: 115989

Thomas pointed out the items he wants, two glass curio cabinets, two chairs, the dining room table and two chairs, the stove, the freezer, the bedroom set and two dressers, an antique trunk, I believe the wood burning stove in the living room (he does not know how heavy and if he and his dad can move it, they are discussing this weekend. All the contents of the kitchen. That is where I came up with my room count, there are items in the utility room/bathroom as well. So once I pull it together, you can let me know if I am correct on my 4 rooms.

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: Friday, April 19, 2024 9:54 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 115989

Thanks for the update. Thomas Jr. orders the dumpster and the invoice for it is in his name. He can assign payment directly to the dumpster company. You will need to get w9 supplier from the dumpster company, have Thomas Jr. sign an assignment of payment to the company. Is he then taking a Fixed Move schedule for everything else? You will need to carefully document what he moves and what goes in the dumpster. Is he left to move only 1 room of furniture? He knows he is to remove all PP from the property or put in the dumpster, right? If we pay for the cost of the dumpster we are not then also reimbursing him for payrooms for those items. That would be duplication of payment. Are they no longer living there? I assume not if it is that bad.

Is Thomas Sr. moving everything or is he also using the dumpster? Is he accepting a move cost finding? I will need a heads up on what dates you schedule to follow up for Thomas Sr.

We can talk about these two on Monday morning. I am off today as well.

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



From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Friday, April 19, 2024 9:31 AM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: 115989

OK, Thomas Sr. I got some of the inventory done which was around the house, the hill was not safe to travel down to the shed to see the inventory in there. Thomas Jr. and I worked through the rooms of items he was moving and we will need to get a dumpster for the rest of the items in and around the property. I have explained to him, once

approved, I will have the dumpster delivered, this is correct, right? And, then he and his help will throw everything in there. There is only one way in the house that is safe now, the front "awning" has collapsed and the antenna is laying on the "awning", could have been caused by the high winds and tornadic activity in the past two weeks. The house is infested with wasps and bees, infested is my word..it appeared there are things going on under the sliding and roof eaves. I will upload the pictures of the inside, I had to climb up the deck stairs to the side deck and enter through the sliding glass doors.

I am going to contact the township trustees on Monday to get permission to enter on their property and walk up to the shed to get the inventory left inside for Thomas Sr. I have pics of the PP inventory of Thomas Sr. that is around the upper part of the property.

I am out of hours for this week and still no comp time or OT approvable by leadership, so the updates and uploading to REAL OS will happen on Monday.

Just wanted to give you an update.

Kimber L. Heisk

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



Heim, Kimber

From: Moorman, Patty
Sent: Monday, April 15, 2024 9:55 AM
To: Heim, Kimber
Cc: Gilmore, Drew
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?

DE PR - PP MOVE APPROVAL / NO 90 DAY MOVE NOTICE

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.

*Thomas Sr. was handled by Patty -
DITHN 4/18 no. to handle Thomas Jr.*

[Handwritten signature]

more info to request

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.

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



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