

**RESOLUTION APPROVING AGREEMENT WITH OSU EXTENSION FOR SPACE USAGE**

WHEREAS, Janet Discher, Ashtabula County Administrator, has presented an agreement with the Ohio State University Extension office (OSU) for space usage, as follows:

**Time Period:** Retroactive to July 1, 2024 to June 30, 2025

**Parties:** Ashtabula County Board of Commissioners, 25 W. Jefferson St., Jefferson, OH 44047  
OSU Extension, Administration Bldg. Wooster Campus, 1680 Madison Ave., Wooster, OH 44691

**Purpose:** Ashtabula County to provide office space at 39 Wall Street, Jefferson Oh 44047 including: the eastern office spaces including the annex, and the basement, (excluding the storage space used by Ashtabula County).

**Amount:** no cost; and

WHEREAS, The Commissioners feel such space agreement is agreeable and necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio hereby approve the agreement with OSU Extension for space usage in accordance with a copy of said agreement on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2024-412**

**September 05, 2024**

**RESOLUTION APPROVING AGREEMENT WITH OSU EXTENSION FOR SPACE  
USAGE**

**Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.**

**VOTE:**

**Kathryn L. Whittington  
J.P. Ducro IV  
Casey R. Kozlowski**

**Aye  
Absent  
Aye**

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

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*Crystal Sturgill*  
Crystal Sturgill, Clerk of the Board *Acting*  
Board of County Commissioners  
Ashtabula County, Ohio



August 26, 2024

To: Ashtabula County Board of Commissioners  
25 W. Jefferson Street  
Jefferson, OH 44047

Re: OSU Extension-Ashtabula County Space Usage

The purpose of this letter is to confirm Ashtabula County Board of Commissioners (Ashtabula County) has permitted The Ohio State University Extension office in Ashtabula County (OSUE) to locate and utilize office space at 39 Wall Street, Jefferson, Ohio 44047.

Ashtabula County will provide office and program space to OSUE beginning July 1, 2024 through June 30, 2025. This space includes: the eastern office spaces, including the annex, and the basement (excluding the storage space used by Ashtabula County).

As a condition of its usage, OSUE agrees it shall not make any structural changes to the building or spaces without the authorization of the Ashtabula County. OSUE agrees to exercise reasonable care in the use of any audiovisual equipment provided by Ashtabula County and comply with all applicable federal, state, and local laws, regulations and requirements in their storage and use.

There is no fee for the use of this space. Cleaning of these office spaces is shared by the Parties. Ashtabula County will provide electric, heat/air, water, and general maintenance. Phone and internet services are paid by OSUE.

Each party agrees to be responsible for the liabilities arising out of their own conduct and the conduct of their officers, employees and agents.

The OSUE contact person will be Kim Howard, for all issues related to facilities and equipment. Her contact information is howard.577@osu.edu and phone 440-576-9008. OSUE and Ashtabula County acknowledge that any amendments to the terms outlined in this letter shall occur in writing and only be valid upon the signature of authorized agents for OSUE and Ashtabula County. OSUE and Ashtabula County will review this document annually.

The Ohio State University and OSU Extension look forward to our continuing relationship with Ashtabula County Board of Commissioners to provide educational programming for the citizens of Ashtabula County.

Sincerely,

Jesse Buxton

Fiscal Officer, OSU Extension Operations  
The Ohio State University

Agreed to by Ashtabula County:

Signature

Printed Name:

Kathryn Whittington

Title:

President

Date:

9-5-24