

RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE ASHTABULA COUNTY LAND REUTILIZATION CORPORATION FOR TEMPORARY ADMINISTRATIVE SUPPORT SERVICES

WHEREAS, the Ashtabula County Land Reutilization Corporation (“Land Bank”) has requested limited administrative assistance related to meeting coordination and support; and

WHEREAS, the Assistant Clerk of the Board of Commissioners possesses the administrative experience necessary to provide such meeting-related support services on a temporary basis; and

WHEREAS, the Board of Commissioners desires to authorize the provision of such services for a limited period of time, with reimbursement to the County for staff time expended; and

WHEREAS, the Board of Commissioners finds it to be in the best interest of the County to formalize this arrangement through a Memorandum of Understanding establishing the scope, duration, and reimbursement terms of the services to be provided; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that:

1. The Board hereby approves and authorizes the execution of a Memorandum of Understanding between the Ashtabula County Board of Commissioners and the Ashtabula County Land Reutilization Corporation for the temporary provision of meeting-related administrative support services by the Assistant Clerk of the Board.
2. The term of the Memorandum of Understanding shall be for ninety (90) days, unless extended by mutual written agreement of the parties.
3. Services provided under the Memorandum of Understanding shall not exceed eight (8) hours per week and shall be reimbursed to the County at the Assistant Clerk of the Board’s current hourly rate of pay.
4. The President of the Board of Commissioners is hereby authorized to execute the Memorandum of Understanding, substantially in the form attached hereto as Attachment A, and any related documents necessary to carry out the intent of this Resolution.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

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. 2026-65

January 22, 2026

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UNDERSTANDING BETWEEN THE ASHTABULA COUNTY BOARD OF
COMMISSIONERS AND THE ASHTABULA COUNTY LAND REUTILIZATION
CORPORATION FOR TEMPORARY ADMINISTRATIVE SUPPORT SERVICES**

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

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

Aye
Aye
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.

Lisa Hawkins

Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

MEMORANDUM OF UNDERSTANDING Between the Ashtabula County Board of Commissioners and the Ashtabula County Land Reutilization Corporation

This Memorandum of Understanding ("MOU") is entered into by and between the Ashtabula County Board of Commissioners ("County") and the Ashtabula County Land Reutilization Corporation ("Land Bank").

1. Purpose

The purpose of this MOU is to establish the terms under which the Assistant Clerk of the Board shall provide temporary administrative support services to the Land Bank related to meeting coordination and documentation, on a reimbursable basis.

2. Scope of Services

Services provided under this MOU may include, but are not limited to:

- Scheduling and coordination of meetings
- Preparation and distribution of agendas and meeting materials
- Attendance at meetings, as necessary
- Preparation of meeting minutes
- Clerical and administrative tasks directly related to meetings

Nothing herein shall be construed to grant policy-making, supervisory, or decision-making authority.

3. Term

This MOU shall be effective for a period of ninety (90) days, beginning January 1, 2026, 2026, and ending March 31, 2026, unless extended by mutual written agreement of the parties.

4. Time Limitation

The Assistant Clerk of the Board shall provide services on an as-needed basis, not to exceed eight (8) hours per week.

5. Reimbursement

The Land Bank shall reimburse Ashtabula County for the Assistant Clerk of the Board's time spent performing services under this MOU at her current hourly rate of pay.

- Reimbursement shall be based on documented hours worked.
- The County shall invoice the Land Bank periodically, and payment shall be made in a timely manner.

6. Employment Status

The Assistant Clerk of the Board shall remain an employee of Ashtabula County Board of Commissioners. Nothing in this MOU shall be construed to create an employment relationship between the Assistant Clerk and the Land Bank.

7. Oversight

Work performed under this MOU shall be coordinated through the Clerk of the Board, in consultation with the Land Bank's designated representative.

8. Termination

Either party may terminate this MOU prior to expiration upon written notice to the other party.

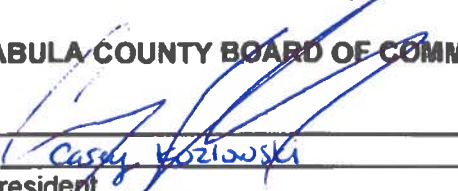
9. Entire Agreement

This MOU constitutes the entire agreement between the parties and may be amended only by written agreement executed by both parties.


10. Execution

This MOU shall become effective upon execution by authorized representatives of both parties.

ASHTABULA COUNTY BOARD OF COMMISSIONERS

By: 
Name: Casey Kozlowski
Title: President
Date: 1-22-26

ASHTABULA COUNTY LAND REUTILIZATION CORPORATION

By: 
Name: Angie Maki Cliff
Title: Board Chair, County Treasurer
Date: 1/16/2026