

RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE ASHTABULA COUNTY EMERGENCY MANAGEMENT AGENCY (EMA) AND THE ASHTABULA COUNTY AUDITOR FOR THE USE OF EMA FACILITIES IN THE EVENT OF AN EMERGENCY

WHEREAS, Debbie Riley, Administrative Assistant, has presented an agreement for the approval of the Board,
to-wit:

Parties: Ashtabula County Emergency Management Agency, 17 N. Market St., Jefferson, OH 44047
Ashtabula County Auditor, 25 W. Jefferson St., Jefferson, OH 44047

Purpose: Temporary use of building in the event of an emergency situation, including but not limited to: flood, fire, natural disasters, utility failure, public safety emergencies, acts of war, or acts of God

Cost: No cost to the County

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the agreement outlined above is hereby approved in accordance with the copy on file in this office.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2026-161

March 24, 2026

RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE ASHTABULA COUNTY EMERGENCY MANAGEMENT AGENCY (EMA) AND THE ASHTABULA COUNTY AUDITOR FOR THE USE OF EMA FACILITIES IN THE EVENT OF AN EMERGENCY

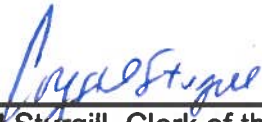
Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

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


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



Ashtabula County Auditor
Scott Yamamoto
25 W. Jefferson St.
Jefferson, OH 44047
Phone: (440) 576-3793

Memorandum of Understanding

Temporary Use of Building Due to Emergency

This Memorandum of Understanding (MOU) is entered into on this 24th day of March, 2026, by and between:

Property Owner / Organization:

Name: Ashtabula County Emergency Management Agency
Address: 17 North Market Street, Jefferson, Ohio 44047
Phone / Email: 440-335-1587

AND

Occupying Organization / Agency:

Name: Ashtabula County Auditor's Office
Address: 25 West Jefferson Street, Jefferson, Ohio 44047
Phone / Email: 440-576-3783

Collectively referred to as the "Parties."

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which the **Occupying Organization** may temporarily use the building located at:

Property Address: 17 North Market Street, Jefferson, Ohio 44047

This use is necessary due to an **emergency situation**, including but not limited to: Flood, Fire, natural disasters, utility failure, public safety emergencies, acts of war, or acts of God.



**Ashtabula County Auditor
Scott Yamamoto**
25 W. Jefferson St.
Jefferson, OH 44047
Phone: (440) 576-3793

2. Term of Use

The temporary use of the building shall begin on:

Start Date: _____

and shall continue until:

End Date: _____

or until the emergency condition has been resolved, whichever occurs first, unless extended by mutual written agreement of both Parties.

3. Permitted Use

The building may be used for the following emergency purposes:

- Fiscal Department activities (A/P, Payroll, Finance Management)
- Property Transfers

The building shall not be used for any other purpose without prior written approval from the Property Owner.

4. Responsibilities of the Occupying Organization

The Occupying Organization agrees to:

1. Use the premises only for the purposes described in this MOU.
 2. Maintain the building in a clean and orderly condition.
 3. Comply with all applicable laws, regulations, and safety requirements.
 4. Be responsible for any damages caused by its personnel, volunteers, or guests.
 5. Coordinate access and security with the Property Owner.
 6. Remove all equipment and materials upon termination of this agreement.
-



Where great things happen.

Ashtabula County Auditor
Scott Yamamoto
25 W. Jefferson St.
Jefferson, OH 44047
Phone: (440) 576-3793

5. Responsibilities of the Property Owner

The Property Owner agrees to:

1. Provide access to the building and designated areas necessary for the emergency operations.
2. Ensure the facility is reasonably safe for occupancy at the time of transfer.
3. Provide available utilities and services as mutually agreed, including:
 - Electricity
 - Water
 - Heating/Cooling
 - Restroom access
 - Internet

6. Costs and Expenses

The Parties agree to the following regarding costs:

- Use of the building will be provided at **no cost** during the emergency period.
- The Occupying Organization will reimburse the Property Owner for the following costs:

7. Liability and Insurance

The Occupying Organization agrees to assume responsibility for activities conducted in the building during the period of use and shall hold harmless and indemnify the Property Owner to the extent permitted by law.

Each Party shall maintain any insurance required by law or organizational policy.



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8. Termination

Either Party may terminate this MOU with **8 hours written notice** if circumstances change or the building is required for other purposes.

Upon termination, the Occupying Organization shall vacate the premises and return the building in substantially the same condition as received, excluding normal wear and tear.

9. Point of Contact

Property Owner Contact:

Name: Mike Fitchet, Director

Phone: 440-576-9148

Email: mfitchet@ashtabulacounty.us

Occupying Organization Contact:

Name: Scott Yamamoto, Auditor

Phone: 440-576-3793

Email: skyamamoto@ashtabulacounty.gov

10. Amendment

This MOU may be modified only by written agreement signed by both Parties.

11. Non-Binding Understanding

This MOU reflects the good-faith intentions of the Parties and does not create a lease or transfer of property ownership rights unless otherwise stated.



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Ashtabula County Auditor
Scott Yamamoto
25 W. Jefferson St.
Jefferson, OH 44047
Phone: (440) 576-8793

12. Signatures

Property Owner / Authorized Representative

Name: Mike Fitchet
Title: Director
Signature: [Handwritten Signature]
Date: 3/18/2026

Occupying Organization / Authorized Representative

Name: Scott Yamamoto
Title: Ashtabula County Auditor
Signature: [Handwritten Signature]
Date: March 18, 2026

Collectively referred to as the "Parties."

This MOU establishes the terms under which the above-named facility may be used for **temporary emergency operations** during an incident requiring additional operational space or sheltering capacity.



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Ashtabula County Auditor
Scott Yamamoto
25 W. Jefferson St.
Jefferson, OH 44047
Phone: (440) 576-3793

Signature Page

**AGREEMENT TITLE: Memorandum of Understanding- Temporary Use of Building Due to
Emergency- EMA**

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 3/6/2026

Reviewed by Earl F. Stoll, Assistant Prosecutor



Casey Kozlowski, President



Kathryn Whittington, Vice-President



J. P. Ducro IV, Commissioner

Date: 3-24-20