



**2025/2026 CHARTER REVIEW COMMISSION AGENDA**  
**April 20, 2026**  
**5:00 PM**  
**Administration Building,**  
**4th Floor, BCC Meeting Room, 477 Houston Street,**  
**Green Cove Springs, FL 32043**

---

**INVOCATION**

Scotty Taylor

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**WELCOME**

**ROLL CALL**

**APPROVAL OF MINUTES**

2025/2026 Charter Review Commission Meeting Minutes March 16, 2026

**PUBLIC COMMENT**

**OLD BUSINESS**

1. Updated Charter Topic List

**PUBLIC HEARING**

1. Revisions to the Clay County Charter, Section 2.2.C. Legislative Branch, Salaries and Other Compensation

**PUBLIC COMMENT**

**CRC MEMBER COMMENTS**

**ADJOURN**

***In accordance with the Americans with Disabilities Act, any person needing accommodations to participate in this matter should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 679-8596, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard-of-hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).***



Agenda Item  
Clay County Charter Review Commission

Clay County Administration Building  
Monday, April 20 5:00 PM

TO:                      DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

---

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/8/2026 - 10:35 AM	Item Pushed to Agenda



Agenda Item  
Clay County Charter Review Commission

Clay County Administration Building  
Monday, April 20 5:00 PM

TO: CRC            DATE: 4/8/2026

FROM: Teresa  
Capo

SUBJECT:

AGENDA  
ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Charter Review Commission Meeting Minutes March 16, 2026	Backup Material	4/9/2026	2025-2026_Charter_Review_Commission_Meeting_Minutes_March_16__2026.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/8/2026 - 10:52 AM	Item Pushed to Agenda



## 2025/2026 CHARTER REVIEW COMMISSION MEETING MINUTES

March 16, 2026

5:00 PM

Administration Building,  
4th Floor, BCC Meeting Room,  
477 Houston Street,  
Green Cove Springs, FL 32043

---

### **INVOCATION**

Tim Nguyen gave the Invocation.

### **PLEDGE OF ALLEGIANCE**

Vice-Chairman Yul McNair led the Pledge of Allegiance.

### **CALL TO ORDER**

Chairman Courtney Connor called the meeting to order at 5:01 pm.

### **WELCOME**

Chairman Courtney Connor welcomed all in attendance.

### **ROLL CALL**

**Present:** Courtney Connor, Chairman  
Yul McNair, Vice-Chairman  
Rhonda Jett  
Matthew Mitchell  
Kurt Musser  
Debbie Pascoe  
Brandon Salter  
Susan Callahan  
Steve Anderson  
Kristy Perry  
Sherry Warren  
Tim Nguyen  
Len Hering  
Bill Engelbrecht

**Absent:** Van Royal  
Joe Delgado  
Scotty Taylor

**Staff Present:** Courtney K. Grimm, County Attorney  
Troy Nagle, Assistant County Manager

## **APPROVAL OF MINUTES**

2025/2026 Charter Review Commission Minutes February 9, 2026

Rhonda Jett made a motion to approve the February 9, 2026, CRC Meeting minutes, seconded by Sherry Warren, which carried 13-0, with Len Herring abstaining due to absence.

## **PUBLIC COMMENT**

*Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/March%2016,%202026), beginning at 2:51 and ending at 5:27. Below is a summary of the discussion.*

Chairman Courtney Connor opened the floor for public comment at 5:03 pm.

Richard Klinzman, Timucua Trail, Middleburg, Florida, addressed the Commission in opposition to topics including Commissioners' salaries, amending the charter, and the frequency of the CRC.

Hearing no other comments, Chairman Courtney Connor closed the public comment at 5:06 pm.

## **DISCUSSION ITEMS**

1. Charter vs. Non-Charter - Speaker  
Pros and Cons

Chairman Courtney Conner noted that there was a decision not to have a speaker, and it will be discussed later in the meeting.

## **OLD BUSINESS**

1. Updated Charter Topic List

*Old Business - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/March%2016,%202026), beginning at 6:03 and ending at 6:51. Below is a summary of the discussion and vote for this agenda item.*

Chairman Courtney Conner noted the updated Charter Topic list attached to the agenda and asked if there were any requested changes or corrections.

Matthew Mitchell made a motion to approve the updated Charter List, seconded by Rhonda Jett, which passed unanimously.

2. Article II Organization of County Government, Section 2.2.C. Legislative Branch, Salaries and Other Compensation
  - CRC Attorney Salary Discussion Memo
  - Scheduling of Public Hearings

*Old Business - Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026, beginning at 6:58 and ending at 49:38](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/March%2016,%202026,%20beginning%20at%206:58%20and%20ending%20at%2049:38). Below is a summary of the discussion.*

Chairman Courtney Connor opened the floor to discuss the Commissioners' salaries and compensation, as well as the memorandum provided by the CRC attorney. Chairman Connor also requested CRC Attorney Taylor to provide an overview and details of the memo.

Glenn Taylor, CRC Attorney, addressed the Commission to provide details and information for the memorandum on the ballot language regarding commissioners' salaries and compensation, as requested by the Commission. The information discussed is attached to the agenda.

There were clarifications, comments, questions, and discussions regarding:

- Florida Statute 101.161
- Clarification for Language
- Florida Statute 145.301
- Ambiguity
- Case Law Referring to Changes
- Following State Guidelines
- Other Compensations - Cost of Living Adjustment
- Including a Dollar Amount
- Interpreting the Language
- Legal Challenges
- Specific Language: Adjusted Annually to the Salary Set by Florida Statute
- Timeline for when the Statute is Updated
- Requirements Moving Forward
- Clarifications on the Differences in Options Provided
- Previous Vote for Language
- Rescinding the Previous Vote
- Recommendation Goes to the Board - No - Goes to the Ballot
- Allowance for Changes - Voters have a Voice
- Duties of the CRC
- Clarification of the Procedure/Process
- Deadline

Matthew Mitchell made a motion to rescind the previous vote on the language and substitute it with option 2, seconded by Tim Nguyen. The Commission continued

discussions regarding options 1 vs. option 2, language being contradictory, and clarity for the vote.

Following all discussion, Matthew Mitchell amended his vote to rescind the last approval, seconded by Rhonda Jett, which carried 13-1, with Chairman Courtney Connor in opposition.

Rhonda Jett made a motion to move forward with option two to include "set forth in Florida Statute 145.031 and delete any salary changes shall be approved by the majority of electors in the general election, seconded by Christy Perry. There was a conversation to clarify the next steps, how the language will read on the ballot, and the vote. The motion carried 11-3, with Chairman Courtney Connor, Matthew Mitchell, and Tim Nguyen in opposition.

A brief discussion took place regarding scheduling the required public hearings, the suggested dates, and the deadline.

### **NEW BUSINESS**

1. Article IV Home Rule Charter Transition, Amendments, Review, Severance, Effective Date, Section 4.2: B. Amendments and Revisions by Charter Review Commission
  - Repeal of County Charter
  - Utility Tax
  - CRC Frequency

*New Business - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter-Review-Commission/March-16,-2026), beginning at 49:45 and ending at 1:14:34. Below is a summary of the discussion.*

Chairman Courtney Connor opened the floor to discuss Article IV Section 4.2:B as indicated above.

#### **Repeal of County Charter:**

Glenn Taylor, CRC Attorney, addressed the Commission to provide details on the repeal of the county charter and whether the CRC has jurisdiction. The information discussed is attached to the agenda.

There were questions and discussions regarding the number of counties with a charter, how Clay County got a charter, bringing it in vs. taking it out, who can repeal the charter, ballot initiative - petition driven, and having a guiding principle.

Following the discussions, Vice-Chairman Yul McNair made a motion to remove the topic as a discussion/consideration item, seconded by Len Hering, which carried unanimously.

#### **Utility Tax:**

Kurt Musser addressed the Commission to provide information on the reasons for requesting that the item be added as a topic of discussion. Mr. Musser then noted, with the new details provided by the CRC attorney regarding repealing the Charter and comments on setting a precedent and the possibility of putting forth a ballot initiative for a recommendation, that he would request the item be removed.

Kurt Musser made a motion for approval to remove the topic as a discussion/consideration item, seconded by Rhonda Jett, which carried unanimously.

#### CRC Frequency:

Rhonda Jett addressed the Commission to provide details and information for requesting that the item be added as a topic of discussion.

There were questions and discussions regarding the number of counties that do 4 years, changes made on a charter review, and the effectiveness of changes to take place.

Steve Anderson made a motion to approve moving the CRC frequency to 8 years, seconded by Rhonda Jett. There were continued comments regarding CRC duties (4 years vs. 8 years), commissioners' salaries, and the number of other charters being paid under the state statute. The motion failed 5-9, with Len Hering, Sherry Warren, Bill Engelbrecht, Tim Nguyen, Chairman Courtney Connor, Kristy Perry, Susan Callahan, Debbie Pascoe, and Kurt Musser in opposition.

There were brief comments and discussion regarding moving the charter to 6 years and the reasons for keeping it at 4 years.

#### **PUBLIC COMMENT**

*Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/March%2016,%202026), beginning at 1:14:35 and ending at 1:18:11. Below is a summary of the discussion.*

Chairman Courtney Connor opened the floor for public comment at 6:15 pm.

Richard Klinzman, 1985 Timucua Trail, Middleburg, Florida, addressed the Commission, expressing concerns regarding duties of Commissioners - part-time vs full-time, compensation, the budget, and topics discussed by the CRC.

Hearing no other comments, Chairman Courtney Connor closed the public comment at 6:18 pm.

#### **CRC MEMBER COMMENTS**

*CRC Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/March 16, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/March%2016,%202026), beginning at 1:18:16 and ending at 1:26:48. Below is a summary of the discussion.*

Matthew Mitchell suggested to schedule the additional meetings as discussed earlier.

Following a brief discussion the Commission agreed to set the meeting dates as:

- April 20, 2026
- May 04, 2026
- May 18, 2026

Commission members had comments to address concerns raised during public comment regarding salaries for the Florida Governor, the expectations for the work performed by County Commissioners, the number of hours worked, pay vs. job performed, retirement offered to commissioners and requirements, misinformation, Q&A for the public, timeframe since there has been a change in pay for commissioners (18 years), and definition of the commissioners role as part time.

Hearing no further business, Chairman Courtney Connor adjourned the meeting at 6:27 pm.

Attest:

---

Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk of the Board

---

Chairman or Vice-Chairman



Agenda Item  
Clay County Charter Review Commission

Clay County Administration Building  
Monday, April 20 5:00 PM

TO: CRC                      DATE: 4/8/2026

FROM: Teresa  
Capo

SUBJECT:

AGENDA  
ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
<input type="checkbox"/> Updated Charter Topic List	Backup Material	4/16/2026	Rev_2025-26_CRC_Charter_Topic_Suggestions_Revised_4.8.26.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/8/2026 - 10:37 AM	Item Pushed to Agenda

2025/2026 Charter Topic Suggestions

**Article I Creation, Powers and Ordinances of Home Rule Charter Government**

~~Section 1.5: Casino Gambling (decided 11.17.25)~~

**Article II Organization of County Government**

~~Section 2.2 A. The County Commission~~

- ~~● # of districts (decided 12.15.25)~~
- ~~● Single member districts vs. countywide (decided 12.15.25)~~

~~Section 2.2 C. Salaries and Other Compensation (approved ballot language 2.9.26) (rescinded 3.16.26; approved revised language 3.16.26)~~

~~Section 2.2 I. Initiative (withdrawn 2.9.26)~~

~~Section 2.3 D. Commission Auditor (withdrawn 2.9.26)~~

**Article III Elected County Constitutional Offices**

~~Section 3.1 Residency Requirement (decided 11.17.25)~~

~~Section 3.2 Recall (decided 11.17.25)~~

**Article IV Home Rule Charter Transition, Amendments, Review, Severance, Effective Date**

~~Section 4.2: B. Amendments and Revisions by Charter Review Commission~~

- ~~(1) CRC frequency (decided 3.16.26)~~

**Other Items:**

~~Marijuana Dispensaries (withdrawn 2.9.26)~~

~~Public Roads funding (withdrawn 2.9.26)~~

~~Greenspace Requirements (withdrawn 2.9.26)~~

~~Additional assistants for Commissioners (withdrawn 2.9.26)~~

~~Commission procedures (withdrawn 2.9.26)~~

~~Infrastructure requirement (withdrawn 2.9.26)~~

~~Main entrance enhancement into the County (withdrawn 2.9.26)~~

~~Utility Tax (added 11.17.25) – (withdrawn 3.16.26)~~

~~Repeal of County Charter (added 2.9.26) – (withdrawn 3.16.26)~~



Agenda Item  
Clay County Charter Review Commission

Clay County Administration Building  
Monday, April 20 5:00 PM

TO: BCC                      DATE: 4/8/2026

FROM: Teresa  
Capo

SUBJECT:

AGENDA  
ITEM TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
▫ Salaries Amendment	Backup Material	4/16/2026	CRC_Commissioner_Salaries_Amendment.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/8/2026 - 10:51 AM	Item Pushed to Agenda

**Ballot Proposal:** The ballot title and ballot summary are as follows:

CHARTER AMENDMENT REVISING  
COMMISSIONER SALARY PROVISIONS

Shall the Clay County Charter be amended to remove the charter specified requirement of county commissioner salaries set at \$37,000, remove the requirement that any salary changes must be approved by a majority of electors in a general election, and provide that county commissioner salaries shall be limited as set forth for non-charter counties in Florida Statutes Section 145.031 Board of County Commissioners?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of Section 2.2.C. of the Clay County Home Rule Charter are amended to read as follows:

c. Salaries and Other Compensation. Salaries of the county commissioners shall be ~~set at \$37,000 per year. Any salary changes shall be approved by a majority of electors in a general election.~~ limited as set forth for non-charter counties in Florida Statutes Section 145.031 Board of County Commissioners. Other compensation, benefits, or reimbursable expenses shall be set the same as those set by general law for the county commissioners of non-charter .