



## 2025/2026 CHARTER REVIEW COMMISSION AGENDA

May 4, 2026

5:00 PM

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

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### INVOCATION

### PLEDGE OF ALLEGIANCE

### CALL TO ORDER

### WELCOME

### ROLL CALL

### APPROVAL OF MINUTES

Charter Review Commission Meeting Minutes April 20, 2026

### PUBLIC COMMENT

### PUBLIC HEARING

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

### PUBLIC COMMENT

### CRC MEMBER COMMENTS

### ADJOURNMENT

***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, May 4 5:00 PM

TO:                   DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Charter Review Commission Meeting Minutes April 20, 2026	Backup Material	4/29/2026	CRC_Meeting_Minutes_April_20__2026.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/29/2026 - 10:34 AM	Item Pushed to Agenda



**2025/2026 CHARTER REVIEW  
COMMISSION MEETING MINUTES**

April 20, 2026

5:00 PM

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

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**INVOCATION**

Bill Engelbrecht gave the Invocation.

**PLEDGE OF ALLEGIANCE**

Kristy Perry led the Pledge of Allegiance.

**CALL TO ORDER**

Chairman Courtney Connor called the meeting to order at 5:00 pm.

**WELCOME**

Chairman Courtney Connor welcomed all in attendance and gave a brief overview of the intent and purpose of today's meeting.

**ROLL CALL**

**Present:** Courtney Connor, Chairman  
Matthew Mitchell  
Kurt Musser  
Kristy Perry  
Steve Anderson  
Debbie Pascoe  
Sherry Warren  
Bill Engelbrecht  
Van Royal

**Absent:** Yul McNair, Vice-Chairman  
Rhonda Jett  
Brandon Salter  
Susan Callahan  
Tim Nguyen  
Len Hering  
Joe Delgado  
Scotty Taylor

**Staff Present:** County Attorney Courtney K. Grimm

## **APPROVAL OF MINUTES**

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

Sherry Warren made a motion to approve the March 16, 2026, CRC Meeting minutes, seconded by Kristy Perry, which carried 9-0.

## **PUBLIC COMMENT**

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

Hearing no comments, Chairman Courtney Connor closed the public comment at 5:03 pm.

## **OLD BUSINESS**

1. Updated Charter Topic List

*Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/April 20, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/April%202026), beginning at 3:06 and ending at 3:43. 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, which shows there are no further topics for discussion.

Matthew Mitchell made a motion to approve the attached topic list as is, seconded by Sherry Warren, which carried 9-0.

## **PUBLIC HEARING**

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

*Public Hearing - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/April 20, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/April%202026), beginning at 3:45 and ending at 5:27. Below is a summary of the discussion and vote for this agenda item.*

Chairman Courtney Connor opened the floor to provide details and information for the public hearing as mentioned above.

Chairman Courtney Connor opened the floor for the public hearing at 5:04 pm.

Hearing no comments, Chairman Courtney Connor closed the public hearing at 5:04pm.

No action was required by the Commission.

**PUBLIC COMMENT**

Chairman Courtney Connor opened the floor for public comment at 5:05 pm.

Hearing no comments, Chairman Courtney Connor closed the public comment at 5:05 pm.

**CRC MEMBER COMMENTS**

There were no CRC comments.

**ADJOURNMENT**

Chairman Courtney Connor mentioned the upcoming meetings, which would be held on May 4, 2026, and May 18, 2026, at 5:00 pm.

Hearing no further business, Chairman Courtney Connor adjourned the meeting at 5:07 pm.

Attest:

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

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Chairman or Vice-Chairman



Agenda Item  
Clay County Charter Review Commission

Clay County Administration Building  
Monday, May 4 5:00 PM

TO: CRC                      DATE: 4/21/2026

FROM: Teresa  
Capo

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Salaries Amendment	Backup Material	4/21/2026	CRC_Commissioner_Salaries_Amendment.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	4/21/2026 - 10:06 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 .