



**BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**

May 26, 2026

Administration Building,
4th Floor, BCC Meeting Room,
477 Houston Street,
Green Cove Springs, FL 32043
4:00 PM

INVOCATION

Commissioner Jim Renninger gave the Invocation.

PLEDGE

US Marine Corps Sergeant Matthew Lippincott led the Pledge of Allegiance.

Chairman Kristen Burke said United States Marine Corps Sergeant Matthew Lippincott served 8 years and 4 months as a Rifleman in the 1st Battalion, 6th Marine Regiment and the 2nd Battalion, 2nd Marine Regiment, with assignments at Camp Lejeune, North Carolina, and in Fallujah and Ramadi, Iraq. A Decorated Veteran, he earned the Combat Action Medal, the Iraq Campaign Medal, and three Sea Service Deployment ribbons. Sergeant Lippincott joined the military in response to September 11, 2001 -- and learned during his service that life is short -- so it's important to enjoy every day and make the most of the time you have. His favorite military memory is the camaraderie and brotherhood among his fellow Marines. Sergeant Lippincott is a resident of Middleburg, Florida, and continues to serve his community as a Range Safety Officer at the Clay County Outdoor Adventure Park.

Sergeant Lippincott thanked the Board for the invitation to lead the Pledge of Allegiance and for their service to the Veterans of Clay County and the Community.

CALL TO ORDER

Chairman Kristen Burke called the meeting to order at 4:02 pm.

ROLL CALL

Present: Commissioner District 5 Dr. Kristen T. Burke, Chairman
Commissioner District 1 John Sgromolo, Vice-Chairman
Commissioner District 2 Alexandra Compere
Commissioner District 3 Jim Renninger
Commissioner District 4 Betsy Condon

Absent: None

Staff Present: County Manager Howard Wanamaker
County Attorney Courtney K. Grimm
Commission Auditor Heather Boucher

PET ADOPTIONS

Teresa Capo, executive Assistant, presented a PowerPoint presentation to provide details and information for the pets available for adoption: Bubbles (dog), Bobbi Jean (cat), Russel (dog), Ray (cat). Ready to meet your new best friend and see who is available - visit our website to meet our adorable crew looking for their fur-ever home at clayadoptions@claycountygov.com, or call (904) 269-6342. Pictured is Auggie (kitten) who is in need of a foster home. If you are interested in helping our furry friends but cannot take one home, please look at our Amazon wish list at Amazon.com. We always need items for our foster kittens and shelter animals. See Attachment A.

PROCLAMATIONS/RESOLUTIONS

1. Older Americans Month (May 2026)

Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 5:38 and ending at 9:55. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said Older Americans Month is observed in May. Honoring the invaluable contributions of older adults, recognizing the dedication of caregivers, and promoting healthy aging and strong community connections, allowing older adults to live with dignity, independence, and purpose.

Present for the Proclamation:

- Linda Levin - CEO of ElderSource
- Alex Moore - CEO of YouMeCare
- Dr. Courtney Connor - Board Member of ElderSource
- Sam Hall - CEO of Aging True

Vice-Chairman John Sgromolo read the Proclamation for the Older American Month - May 2026.

Commissioner Jim Renninger made a motion for approval of the Proclamation, seconded by Commissioner Alexandra Compere, which carried 5-0.

Ms. Levin thanked the Board for the Proclamation and spoke about the importance of recognizing Older Americans Month.

2. Mental Health Awareness Month (May 2026)

Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 10:23 and ending at 15:00. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said Mental Health Awareness Month is recognized in May to raise awareness, reduce stigma, and encourage individuals and communities to prioritize mental health and seek support when needed.

Present for the Proclamation:

- Irene Toto - CEO - Clay Behavioral Health Center
- Suzanne Mailloux - Executive Director of National Alliance on Mental Health
- Aaron McCrocklin - Peer Specialist of National Alliance on Mental Health
- Cheryl Virta - Advocacy Liaison of National Alliance on Mental Health

Commissioner Betsy Condon read the Proclamation for Mental Health Awareness Month - May 2026.

Chairman Kristen Burke made a motion for approval of the Proclamation, seconded by Commissioner Jim Renninger, which carried 5-0.

Ms. Mailloux thanked the Board for the recognition and for bringing awareness to mental illness. Ms. Mailloux spoke about positive statistics showing that more people have received the care they needed and expressed her gratitude for partnerships with other agencies, such as Clay Behavioral.

Ms. Toto thanked the Board for the Proclamation and spoke about the importance of increasing awareness, which brings more conversations, understanding, support, and greater access to care.

3. Orange Park Charter Chapter of the American Business Women's Association 50th Anniversary (May 16, 2026)

Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 15:42 and ending at 22:00. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said the Orange Park Charter Chapter of the American Business Women's Association celebrated 50 years of service and impact in Clay County on May 16, 2026. We are pleased to help recognize their five decades of empowering women in business today with a Proclamation.

Present for the Proclamation:

CCSO:

- Undersheriff Ron Lendvay
- Assistant Chief Stacy Wase
- Assistant Chief Ashley Barber

American Business Women's Association:

- Talitha Chestnut - President
- LaTasha Alcorn - Secretary
- Lynn McCarthy - Past President
- Paula Stevens - Past Secretary/Tresurer
- Rebekah Powers - Member
- Emily Pate - Past President
- Sarah Grant - Member
- Mary Estevez - Member
- Kris Whitman - Member

Commissioner Alexandra Compere read the Proclamation for OP Charter - Chapter of the American Business Women's Association 50th Anniversary - May 16, 2026.

Vice-Chairman John Sgromolo made a motion for approval of the Proclamation, seconded by Chairman Kristen Burke, which carried 5-0.

Ms. Chestnut thanked the Board for the recognition and invited the ladies to visit Club Continental on any third Tuesday of the month from 6:00 pm to 8:00 pm.

Assistant Chief Barber read a letter on behalf of Sheriff Cook, who could not attend the meeting but wanted to express her gratitude to the AWBA, which she credits for her success.

PRESENTATIONS

Waste Management Scholarship Presentation

WM Scholarship can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 22:30 and ending at 26:06. Below is a summary of the discussion.

Chairman Kristen Burke said we are pleased to announce that Waste Management is joining us today to award \$50,000 in post-secondary educational scholarships to five Clay County High School Seniors! We received 49 applications this year, up from last year's 35, which is exciting to see so many students interested in this great scholarship opportunity.

Greg Huntington, Senior Account Executive of Waste Management, addressed the Board to present the Waste Management Scholarship Award. Mr. Huntington spoke about the services provided by WM and the honor of giving back to the community, and thanked county staff for all their hard work.

Scholarship Recipients:

- Caroline Alexander - Middleburg High School
- Brenna Finnegan - Ridgeview High School
- Savannah Garriot - Fleming Island High School
- Shamyra St. Hilaire - Oakleaf High School
- Chloe Toney - Middleburg High School

Division of Inspector General Audit Plan for FY 2026 (N. Miller)

IG Audit Plan can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 26:58 and ending at 31:14. Below is a summary of the discussion.

Nick Miller, Inspector General, presented a PowerPoint Presentation to provide details and information for the Inspector General Audit Report. The presentation is attached to the agenda.

There were questions and discussions regarding the timeline for completing projects in the plan, grants, the procedure for auditing the Constitutionals, and the scope of work.

Presentation of the Clay County Popular Annual Financial Report (D. Averett)

Presentation of the PAFR can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 31:18 and ending at 43:00. Below is a summary of the discussion.

Dillion Averett, Assistant Finance Director, presented a PowerPoint Presentation to provide details and information for the Popular Annual Financial Report. The presentation is attached to the agenda.

There were comments to compliment the Clay County Clerk and Comptroller's Office for their hard work in providing the details in the PAFR, request to receive clarification of tax revenue vs. cost, availability of the information and clarification of the Miscellaneous revenue source.

CONSTITUTIONAL OFFICERS

Constitutional Officer comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 43:07 and ending at 44:12. Below is a summary of the discussion.

Tara S. Green, Clay County Clerk of Court and Comptroller, addressed the Board to

provide details regarding the current scam/spam - suspicious texts seeming to come from Florida DHSMV.

APPROVAL OF MINUTES

4. Board of County Commissioners Meeting Minutes, May 12, 2026.

Commissioner Jim Renninger made a motion for approval of the May 12, 2026, BoCC Meeting minutes, seconded by Commissioner Betsy Condon, which carried 5-0.

PUBLIC COMMENTS

Chairman Kristen Burke opened the floor for public comment at 4:46 pm.

Hearing no other comments, Chairman Kristen Burke closed public comment at 4:46 pm.

CONSENT AGENDA

5. Finance Business

The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1) FL Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

6. Bid No. 25/26-017, Jail Fire Alarm Upgrade (K. Smith)

Approval to post Notice of Intent to Award Bid No. 25/26-017, Jail Fire Alarm Replacement project to Firetrol Protection Systems, Inc. in the amount of \$265,476.00. Approval of award will be effective after the 72-hour protest period was expired.

Fire Sprinkler Services FL, LLC and Redwire, LLC failed to provide a proper Bid Bond, therefore deemed Non-Responsive. Proper bid bonds were received from Firetrol Protection Systems, Inc and Life Safety Designs, Inc. d/b/a Pye Barker Fire & Safety.

Funding Source:

Sheriff Countywide Fund - Buildings Jail / Law Enforcement - Jail Fire Alarm - Buildings

7. Bid No. 25/26-074, Oakleaf Community Park Drainage Improvements (K. Smith)

Approval to post Notice of Intent to Award Bid No. 25/26-074, Oakleaf

Community Park Drainage Improvements to H&H Land and Marine, LLC in the amount of \$156,770.20. Approval of award will be effective after the 72-hour protest period was expired.

Funding Source:

General Fund - Parks & Recreation Administration - Drainage Oakleaf Sports Complex - Infrastructure

8. RFP No. 25/26-084, Mosquito Control Program (K. Smith)
Review of Staff's ranking of the Proposals received for RFP No.25/26-084, Mosquito Control Program.
 1. Rentokil North America, Inc. dba Vector Disease Control International - 96.67
 2. Clarke Environmental Mosquito Management, Inc. - 87.67
 3. Daddy Rabbit Aviation - 27.33

A committee consisting of the Extension Agent III, Public Works Director, and Environmental Services Deputy Director, performed the evaluation and ranking of the responses received. If desired, the Board may request presentations from the Contractors.

If awarded, approval of award will be effective after the 72-hour protest period has expired. Agreements will be negotiated and brought back to the Board for approval.

9. TDC Event Marketing Grants (T. Meyer)
TDC Grant Request - J.C. Kitaif Pro Rodeos | 2026 Clay County Pro Rodeo and Western Festival - \$22,400
TDC Grant Request - Ignite Dance Competition | 2026 Nationals - \$19,000
TDC Grant Request - Free Bird Classic - \$17,000
TDC Grant Request - 2026 Seamark Rodeo at the Ranch - \$3,000
TDC Grant Request - Moosehaven 2026 4th of July - \$2,000
10. Bid No. 25/26-041, Carl Pugh Park Drainage Improvements (K. Smith)
Approval to post Notice of Intent to Award Bid No. 25/26-041, Carl Pugh Park Drainage Improvements to Kirby Development, Inc., in the amount of \$250,559.42. Approval of award will be effective after the 72-hour protest period has expired.

Funding Source:

General Fund - Parks & Recreation Administration - Carl Pugh Drainage

- Infrastructure

11. Approval of Memorandum of Understanding between Clay County and Florida Department of Law Enforcement regarding usage of Clay County Gun Range (C. Grimm)

12. Transfer from Fund Reserves \$25,000+ (M. Rood)

Approval of Budget Amendment-00002168 for the following operating budget adjustments for anticipated needs through the remainder of the fiscal year.

A) Transfer from General Fund Reserve - Contingency in the amount of \$1,400,000 for fuel needs.

B) Transfer from \$2 Recording Fee Fund Reserve - Unassigned in the amount of \$37,500 for personnel needs.

Funding Sources: General Fund Reserve - Contingency and \$2 Recording Fee Fund Reserve - Unassigned

13. Grant Agreement with the State of Florida, Department of State for the Design and Construction of the Clay County Archives Building (J. Hysler)

Approval of the Grant Agreement Number 26.h.sc.900.137 with the State of Florida, Department of State for the design and construction of the Clay County Archives Building in the amount of \$1,000,000.00. This project is to be completed by June 30, 2027.

Funding Source:
Revenue

14. Approval to set Public Hearing on Petition to Vacate Myrtle Boulevard, between Maryland Avenue and Manhattan Avenue, and adoption of Resolution to schedule the Public Hearing (R. Smith/C. Grimm)

Commissioner Betsy Condon made a motion for approval of the Consent Agenda, seconded by Commissioner Jim Renninger, which carried 5-0.

LETTERS FOR ACTION

15. Discussion of Appointment to the Tourist Development Council

An application for appointment was received from Michael Fulker.

Item Fifteen (15) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 45:52 and ending at

46:45. *Below is a summary of the discussion and the vote for this agenda item.*

Chairman Kristen Burke opened the floor for discussion of the appointment to the Tourist Development Council, as indicated above.

Vice-Chairman John Sgromolo made a motion for approval to appoint Michael Fulker, seconded by Commissioner Betsy Condon. Vice-Chairman spoke about Mr. Fulker's attendance at the TDC meeting and noted his involvement in the community. The motion carried 5-0.

LETTERS OF DOCUMENTATION

16. Tourist Development Council Meeting Minutes March 4, 2026

17. Bid Opening Tabulations (K Smith)

Bid Opening Tabulations for May 8, 2026:

A. Bid No. 25/26-074, Oakleaf Community Park - Drainage Improvements

B. RFP No. 25/26-084, Mosquito Control Program

Chairman Kristen Burke acknowledged the Letters of Documentation.

PUBLIC COMMENTS

Chairman Kristen Burke opened the floor for public comment at 4:48 pm.

Hearing no comments, Chairman Kristen Burke closed public comment at 4:48 pm.

COMMISSION AUDITOR

Heather Boucher, Commission Auditor, had no comments.

COUNTY ATTORNEY

County Attorney can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026), beginning at 47:10 and ending at 49:20. Below is a summary of the discussion.

Courtney Grimm, County Attorney, addressed the Board to provide details from the final CRC meeting and to speak about the charter process. County Attorney Grimm noted that the Land Conservation Committee is reviewing properties currently. County Attorney Grimm spoke about the process/procedure regarding the Canvassing Board ahead of the upcoming primary and general elections. County Attorney Grimm mentioned that the Data Center moratorium topic will be presented at the June 9, 2026, BoCC meeting.

COUNTY MANAGER

County Manager can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026,2026), beginning at 49:21 and ending at 50:25. Below is a summary of the discussion.

Howard Wanamaker, County Manager, mentioned the upcoming Budget Workshop scheduled for Tuesday, June 9, 2026, from 9:00 am to 11:00 am in the BoCC Boardroom. County Manager Wanamaker noted that the Burn Ban is still in place and the county is under water use restrictions - you can only irrigate your lawn once a week.

COMMISSIONERS' COMMENTS

18. John Radomski Retirement Recognition (A. Scott)

Commissioners can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/May 26, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/May%2026,2026), beginning at 50:27 and ending at 1:33:17. Below is a summary of the discussion.

Commissioner Jim Renninger requested clarification on how to move forward with a Data Center moratorium. County Attorney Grimm provided information based on the Board's direction at the last BoCC Meeting to follow Nassau County's lead, which has a study group.

There were brief comments regarding upcoming meetings to discuss how to move forward, the initial intent to address data centers, and clarification of the Nassau County ordinance regarding the moratorium.

Commissioner Renninger mentioned concerns regarding the operations of a mulch plant on Blanding Boulevard. Commissioner Renninger raised concerns about E-Bikes and indicated that action is needed to establish rules to address them.

Undersheriff Ron Lendvay stated that the technology has landed upon us and outpaced the regulatory and legal environment. Until there are legal, enforceable laws, it is difficult to regulate.

There were discussions and comments regarding actions by other counties (the ordinance in Orange County), establishing a working group to address the issue, incidents involving E-Bikes, bike speed, implementing requirements/rules, the importance of public safety, and the party responsible for children's actions.

Commissioner Renninger spoke about the 161 blue/green algae health cautions, which are less than a health alert, issued by the Health Department for Doctors Lake, and mentioned that a health alert means do not get on the water, do not fish, do not recreate

in the water. Commissioner Renninger talked about a meeting attended with Moleaer that addresses Nanobubbles to try to clean up lakes. Commissioner Renninger requested that the grants department seek FDEP grants to fund an exploratory project for Doctors Lake.

County Manager Wanamaker mentioned that roughly \$ 10 M –\$11M in funds are being awarded by the FDEP to such projects through the state budget.

Commissioner Alexandra Compere made no comments.

Vice-Chairman John Sgromolo provided information for the TDC update, commended the TDC staff for their hard work, and mentioned all the positive things happening, spots tourism vendor is back, events are firing - great things happening at the Regional Sports Complex. Vice-Chairman Sgromolo spoke about the success of the Seamark Event - Rodeo at the Ranch. Vice-Chairman Sgromolo congratulated all the Clay County High School graduates - Class of 2026. Vice-Chairman Sgromolo spoke about attending the Riverfest at Spring Park and noted that he is always reminded that Freedom isn't Free, and he is forever grateful for the sacrifices people make so that we have those freedoms.

Commissioner Betsy Condon shared information from a conversation with Austin Nichols of the Northeast Florida Builders Association regarding NEFBA's apprenticeship program. Commissioner Condon mentioned the standing rules for the Clay County Board of County Commissioners, which were adopted in June of 2007 and revised in May 2021, spoke about following those rules, and noted changes she was unaware of regarding recognitions and Rule 1.121 - Commissioners' request for information, analysis, or research. See Attachment B.

There Board and staff had comments, questions and discussions regarding the best way for recognizing staff/community, goal of the meetings, recognitions that have taken place, following the process/procedure, influx of Proclamation request, clarification of duties performed by the Commission Auditor, Proclamation vs. Recognitions, and scheduling commissioners for visits with outside organizations and forms/ways for recognitions - Proclamation/Declaration/Recognition/Certificate, reviewing the standing rules, and changing the way for communication.

Chairman Kristen Burke mentioned attending the Memorial Day Ceremony at the Historic Triangle before attending Riverfest at Spring Park. Chairman Burke also spoke about attending her daughter's graduation.

Lastly, Chairman Burke recognized John Radomski on his retirement, honoring more than 21 years of outstanding commitment and service to the county, beginning on May 19, 2004. Throughout his career as an inventory control foreman, John served as the backbone of the fleet division. He has been the quiet professional behind the scenes whose hard work, attention to detail, and exceptional management skills have helped ensure the fleet division operates efficiently every day. Highly respected throughout the parts, community, and industry, Mr. Radomski's lifelong knowledge of parts and supplies played a critical role in keeping county vehicles and equipment moving. Beyond his career, he is a devoted family man and avid outdoorsman who looks forward to spending more time with his family and eventually relocating to North Georgia.

Hearing no further business, Chairman Kristen Burke adjourned the meeting at 5:34 pm.

Attest:



A handwritten signature in black ink that reads "Tara S. Green".

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

A handwritten signature in black ink that reads "Kristen T. Burke DC".

[Kristen T. Burke DC \(Jun 12, 2026 15:37:47 EDT\)](#)

Kristen Burke
Chairman or Vice-Chairman

Acronym Definitions

AWBA – American Business Women’s Association

BoCC/BCC - Board of County Commissioners

CCSO – Clay County Sheriff’s Office

CEO – Chief Executive Officer

CR – County Road

DEP – Department of Environmental Protection

FY – Fiscal Year

NEFBA – Northeast Florida Builders Association

PAFR – Popular Annual Financial Report

TDC – Tourist Development Council

WM – Waste Management

Attachment
“A”
Pet Adoptions



Bubbles

ANIMAL ID: A0061002896

SEX: Neutered Male

BREED: 4 months old Mixed Breed; 36 pounds

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet our extra-large 4-month-old mixed breed puppy who believes every dog he meets is his new best friend. He's great with other dogs, though senior pups may not appreciate his "parkour phase." Like any puppy, he'll need continued training and patience, but he's a hilarious, lovable goofball ready to steal your couch, possibly your socks and your heart.



claycountygov.com/adopt



Bobbi Jean

ANIMAL ID: A0060992861

SEX: Spayed Female

BREED: Domestic Short-hair, 1 year old, 7 pounds

LOCATION: Clay County Animal Services

ABOUT: Meet Bobbi Jean: professional biscuit-maker, part-time lap warmer, full-time beauty queen. This 1-year-old tabby may be small in size, but her love is supersized. Bobbi Jean's hobbies include following you around like a furry assistant manager, accepting compliments, and pretending she's helping with chores. If you're looking for a cuddle bug with charm, sass, and beauty, Bobbi Jean is your girl.



claycountygov.com/adopt



Russel

ANIMAL ID: A0060930548

SEX: Neutered Male

BREED: Mixed Breed, 1 year old; 8 pounds; Heartworm Negative

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet Russel — the polite little scout from *Up* brought to life as a dog. Need help crossing the road? Porch supervision? Emotional support on neighborhood walks? Russel is on it. With great manners, a goofy personality, and the heart of a tiny wilderness explorer, he's ready to earn every badge straight to your heart.

claycountygov.com/adopt



Ray

ANIMAL ID: A0060992911

SEX: Neutered Male

BREED: Domestic Short Hair, 1 year old; 9 pounds

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet Ray, a handsome tuxedo cat with a big body and even bigger opinions. He takes his job as “cage cleaning supervisor” very seriously and will appear the moment you start tidying up to make sure you’re doing it correctly. He’s friendly, affectionate, and always ready for attention—basically your new coworker who never clocks out. Ray is looking for a loving home (and a new employee to supervise).



claycountygov.com/adopt



Ready to Meet Your New Best Friend?

Our adoptable animals are waiting to add some extra love and fun to your life. From wagging tails to purring kitties, we've got the perfect companion just for you. 🐶 🐱
Want to see who's available? Head over to our website and meet our adorable crew looking for their forever homes.

Got questions? Drop us a line at Clayadoptions@claycountygov.com and let's chat!
Don't wait! Your new best friend is just a click away! 🏠 ❤️

Not ready for long term commitment? Why not foster? Kittens like Auggie (pictured) are looking for heros!

claycountygov.com/adopt



If you are interested in helping our furry friends but can't bring one home, please take a look at our Amazon wish list. We are always in need of items for the shelter animals.

[Amazon.com](https://www.amazon.com)

claycountygov.com/adopt

Attachment
“B”
BoCC Standing Rules

STANDING RULES
CLAY COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTED: JUNE 5, 2007
Revised: May 11, 2021

These Standing Rules are adopted by the Board of County Commissioners to guide the Board through its primary operations and functions. They are designed to provide the structure needed to conduct County business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.

RULE 1.101 MEETINGS, GENERALLY

All regularly scheduled meetings shall be held in the Commission Meeting Room at the County Administration Building, 4th floor, in Green Cove Springs and shall be open to the public. In case of emergency, the Board Chair may designate an appropriate meeting place in other facilities for a meeting open to the public.

RULE 1.102 REGULAR MEETINGS

The Board shall hold regular meetings on the second and fourth Tuesday of each month commencing at 4:00 p.m., unless otherwise decided by the Board. However, when a regular meeting day shall fall on a legal holiday observed by the County, the regular meeting of the Board shall be held on the following day at the same time and place or on such date approved by the Board and advertised accordingly.

RULE 1.103 WORKSHOPS

The Board shall hold workshops on matters at their discretion on such date approved by the Board and advertised accordingly. At workshops, the Board will not vote upon any matter but may provide direction to staff on such matters presented.

RULE 1.104 SPECIAL MEETINGS

Any meeting that does not occur pursuant to Rules 1.102, 1.103 or 1.105 shall be considered a special meeting. The Board Chair, or in the Chair's absence the Vice-Chair, may call a special meeting of the Board upon not less than twenty-four (24) hours' and preferably at least seventy-two (72) hours' notice to each Commissioner and advertised accordingly. The notice for a special meeting shall state the business to be transacted at such meeting. For a special meeting, the Board may vote upon any matter that is reasonably described in the notice of the special meeting.

RULE 1.105 EMERGENCY MEETINGS

A meeting to respond to sudden, unforeseen and unexpected turn of events shall be considered an emergency meeting. The Board Chair, or in the Chair's absence the Vice-Chair, may call an emergency meeting upon such notice as is appropriate and reasonably available and advertised accordingly. In the event of a natural disaster that prevents advertisement in the usual manner, notice will be posted at the front entrance doors of the County Administration Building, the County Courthouse, and the following County Fire Stations: Station 11(Keystone Heights), Station 23 (McRae), and Station 26 (Oakleaf). The notice for an emergency meeting shall state the business to be transacted at such meeting. No action shall be taken by the Board at an emergency meeting unless the Board first declares by motion or resolution that an emergency exists. Any action taken thereafter shall directly pertain to the emergency.

RULE 1.106 RECESSED OR ADJOURNED MEETINGS

The Board, at any meeting, may recess or adjourn to a time certain on the same or another day, or fix the date and time of a meeting, for transacting any business or specified business only, as may be determined by the Board in taking such action.

RULE 1.107 AGENDA

The County Manager shall prepare the agenda of the Board for all regular meetings and workshops. Any Commissioner may place an item on the agenda for a regular meeting or a workshop through the County Manager. Prior to any regular meeting or workshop, the Board Chair may make any additions to the agenda that he/she deems appropriate and shall set the agenda. Because special meetings and emergency meetings pursuant to Rule 1.104 and Rule 1.105 may only be called by the Board Chair and the matters considered at those meetings are limited to those items contained in the notice of the meeting, the agenda for a special meeting or an emergency meeting shall be set by the Board Chair.

When the agenda has been set, the County Manager shall cause the same to be posted on the County's website.

After calling a meeting to order, the Presiding Officer will ask the Commissioners if they have any changes to the agenda. Any item on the agenda may be removed (not added) without discussion, by a majority vote of those present.

RULE 1.108 CONSENT AGENDA AT REGULAR MEETINGS

There shall be included on the consent agenda at regular meetings all routine business items, including but not limited to Finance Business, Finance and Audit Committee Minutes, plats, and other routine items that do not need discussion. At the appropriate time during a meeting, the Presiding Officer shall announce the taking up of the consent agenda. Any item on the consent agenda may be removed for the purpose of further debate at the request of any Commissioner. After any item has been removed for further debate, the Presiding Officer shall call for one vote on the entire consent agenda, which vote shall be applicable to each item on the consent agenda

(except removed items). Thereafter, any item removed from the consent agenda may be debated and considered.

RULE 1.109 PRESIDING OFFICER

The Board Chair, or in the Chair's absence the Vice-Chair, shall preside over all meetings of the Commission and serve as the Presiding Officer. In the absence of the Board Chair and Vice-Chair, at the hour fixed for any meeting, the County Manager shall call the Commission to order, whereupon a Presiding Officer shall be elected by the members present. Upon arrival of the Board Chair or Vice-Chair, the temporary Presiding Officer shall relinquish his or her duties upon conclusion of the business immediately before the Commission.

The Presiding Officer will announce the decision of the Commission on all subjects and decide on questions of order. Any member may appeal from the decision of the Presiding Officer, in which event a majority vote of the members present shall govern and conclusively determine the ruling appealed. No other business shall be in order until the question on appeal has been decided.

RULE 1.110 ELECTION OF CHAIR AND VICE-CHAIR

The election of the Chair and Vice-Chair of the Board shall occur at the end of the regular meeting of the Board held on the fourth Tuesday in November of each year, with the new officers presiding at the first regular meeting in December.

RULE 1.111 COMMITTEES AND BOARD LIAISONS

The Board may form Board committees from time to time. Committee Chairs and Vice-Chairs shall be assigned by the Board Chair from among the Commissioners and both shall serve for a term of one year. Committee meetings may be called by the Committee Chair. There currently exists the Finance and Audit Committee.

The Board may create citizen advisory boards and committees by ordinance, resolution or other act adopted by the Board. The purpose, duties, membership, and the like will be provided for upon creation. Examples of existing boards and committees include the Planning and Zoning Commission, the Board of Adjustments, Historic Preservation Board, and the Tourist Development Council.

Commissioners may also be appointed and removed by the Board Chair from time to time as a Commissioner liaison or a committee member to various boards, authorities, committees and councils.

RULE 1.112 ABSENCE FROM MEETINGS

Any Commissioner who is unable to attend a meeting will notify the County Manager prior to the meeting, if possible. Any Commissioner present at any meeting will give notice to the Presiding Officer if leaving the meeting for an extended period of time.

RULE 1.113 ORDER AND DECORUM

While the Board is in session, the Presiding Officer shall preserve order and decorum. A Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Board, nor disturb any Commissioner while speaking, or refuse to obey the orders of the Board or Presiding Officer.

RULE 1.114 PARLIAMENTARY PROCEDURE

These Standing Rules shall govern the proceedings of the Board and so far as they are not in conflict with these Standing Rules, the parliamentary procedures defined by Roberts Rules of Order (current edition) may be further referred to for governance.

RULE 1.115 MANNER OF SPEAKING

No Commissioner shall speak on any question or discuss any matter, nor interrupt another, nor make a motion without first being recognized by the Presiding Officer. When two or more Commissioners seek recognition by the Presiding Officer, the Presiding Officer shall name the Commissioner who is first to speak. No Commissioner shall be interrupted by another without the consent of the Commissioner who has the floor, except by rising to a question of order. A Commissioner, in speaking on any matter, shall confine himself to the business or question under debate or matter before the Board; shall not use unbecoming or abusive language; and shall avoid commenting on personalities or character.

RULE 1.116 MOTIONS

After presentation of a matter to the Board, a motion may be made by a Commissioner. A motion is to be worded in a concise, unambiguous and complete form. No debate on the motion shall commence until the motion has been seconded and the question stated by the Presiding Officer. The mover is then entitled to speak on the motion upon recognition by the Presiding Officer. Further discussion on the motion shall proceed in accordance with these Rules.

If a motion fails, it shall not be renewed again at the same meeting.

RULE 1.117 MANNER OF VOTING

Unless otherwise required by State statute, ordinance, or indicated by these Rules, all action by the Board shall be by majority vote of those Commissioners present. Failure to receive a majority vote of the Commissioners present shall act as a denial of the proposed question that is before the Commission.

Votes on all matters, including the withdrawal, amendment and substitution of legislation, shall be by voice vote. If the Presiding Officer is in doubt, or upon the request of a Commissioner, the Presiding Officer shall call for a roll-call vote.

RULE 1.118 PRESIDING OFFICER MAY FULLY PARTICIPATE IN PROCEEDINGS

The Presiding Officer may move, second and debate, subject only to such limitation of debate as are enforced by these standing rules on all Commissioners, and shall not be deprived of any of the rights and privileges as a member of the Board.

RULE 1.119 INTERRUPTION OF SPEAKERS

A Commissioner or speaker, once recognized, shall not be interrupted while speaking unless called to order for transgressing any standing rule or failing to maintain proper decorum. Any Commissioner or speaker called to order while speaking shall cease speaking until the question of order is determined by the Presiding Officer without debate, and if in order, may proceed.

RULE 1.120 PUBLIC COMMENT

Members of the public will be given permission by the Presiding Officer to provide public comment or speak during a public hearing in accordance with the Board of County Commissioners Public Meeting Guidelines. Each person addressing the Board is to limit his or her address to three (3) minutes. At the discretion of the Presiding Officer, a greater or lesser amount of time may be fixed for all speakers.

RULE 1.121 COMMISSIONER'S REQUEST FOR INFORMATION, ANALYSIS OR RESEARCH

If the County Manager, County Attorney or Commission Auditor, or any of their staff, receive a request from a Commissioner for information, analysis or research that cannot be immediately provided but requires more than eight (8) hours of staff time to produce a response, then the Commissioner shall submit the request at a regular Board meeting to the entire Board so that the Board can determine whether staff should devote the time necessary to comply with the request.

Any request from a Commissioner for information, analysis or research that requires the engagement of outside consultants shall be submitted to the entire Board so that the Board can determine whether the County should devote the financial resources necessary to comply with the request.

RULE 1.122 SUSPENSION OF STANDING RULES

Any standing rule contained herein may be temporarily suspended for special reasons by a vote of two-thirds of all Commissioners unless such suspension would conflict with provisions of the Charter or ordinances of the County. No permanent change in the standing rules shall be made without notice specifying the purpose and wording of the change given at a previous regular meeting of the Board and the adoption of the permanent change by vote of two-thirds of all Commissioners.

RULE 1.123 EFFECT OF RULES

No ordinance, resolution or action duly passed, adopted or taken by the Board shall be held to be invalid because of failure of the Board to comply with or abide by any one or more of the provisions of these standing rules if such ordinance, resolution or action would otherwise be valid under the Charter or ordinances of the County or laws of this State but for such provisions of these standing rules alleged to have been violated or ignored. It is the express intent of the Board that these standing rules not be interpreted or regarded as creating any rights or remedies in favor of any third party arising out of the failure or alleged failure on the part of the Board or any of its Commissioners to adhere to or comply with these standing rules in taking action, declining to take action, or otherwise conducting its business with respect to any matter that may affect the substantial rights or interests of such third party.











BCC Meeting Minutes and Attachments May 26, 2026 BCC#5

Final Audit Report

2026-06-16

Created:	2026-06-11
By:	Lisa Osha (Lisa.Osha@claycountygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnlqTuYG3qj3nQgFSnQA4yAwm1URg70-E

"BCC Meeting Minutes and Attachments May 26, 2026 BCC#5" History

-  Document created by Lisa Osha (Lisa.Osha@claycountygov.com)
2026-06-11 - 8:23:00 PM GMT
-  Document emailed to clayesign@claycountygov.com for signature
2026-06-12 - 3:14:16 PM GMT
-  Email viewed by clayesign@claycountygov.com
2026-06-12 - 3:14:27 PM GMT
-  Signer clayesign@claycountygov.com entered name at signing as Kristen T. Burke DC
2026-06-12 - 7:37:45 PM GMT
-  Document e-signed by Kristen T. Burke DC (clayesign@claycountygov.com)
Signature Date: 2026-06-12 - 7:37:47 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to bccdocs@clayclerk.com for signature
2026-06-12 - 7:37:50 PM GMT
-  Email viewed by bccdocs@clayclerk.com
2026-06-16 - 1:18:20 PM GMT
-  Signer bccdocs@clayclerk.com entered name at signing as Tara S. Green
2026-06-16 - 1:18:49 PM GMT
-  Document e-signed by Tara S. Green (bccdocs@clayclerk.com)
Signature Date: 2026-06-16 - 1:18:51 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-06-16 - 1:18:51 PM GMT

