

WOODVILLE VILLAGE COUNCIL
SPECIAL MEETING
COUNCIL CHAMBERS 530 LIME STREET
MONDAY August 17th, 2026 – 6:00 p.m.

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Rizzo
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Rizzo
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy
- V. **Personnel Discussion in regards to Administrative Assistant, Billing Clerk position.**

MINUTES – August 17th, 2026
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Special Meeting of Woodville Village Council for the purpose of Personnel Discussion held on August 17th, 2026 in Council Chambers 530 Lime St. at 6:00pm. Present at Roll Call: Council Members- Denny Fetzer, Earl Ransom, Pat Dunn, Tammi Throop, and Kevin Winters. Administration: Village Administrator Tom Brickley, Mayor Tracy, Police Chief Gilkerson, and Fiscal Officer Barb Rizzo. Absent from meeting was Brian Perkins.

Mayor Tracy called the meeting to order and led the Pledge to the Flag.

Throop made a motion to go into executive session at 6:04 p.m. to discuss personnel and remove the Village Administrator, Fiscal Officer, and Chief of Police. Fetzer seconds the motion. VOTE: Yeas- Throop, Fetzer, Ransom, and Winters. Nays – Dunn **MOTION CARRIED 4-1.**

The council came out of executive session and back into regular session at 7:35 p.m.

The mayor read Carianne Smith's resignation and offer to continue remotely until the new person is trained.

The Village Administrator stated that Carianne has done an excellent job for the Village of Woodville with residents, billing, ACH set-up, and that she should be able to work from home in the evening and on weekends until we can get someone else trained. He has checked with CMI and they said the portal processing authentication is 2-part and is sufficient for security.

Throop asked the Village administrator why the position should only be part-time and what the cost would be for training.

The Village Administrator stated that the cost is around \$258 an hour through CMI but they did offer some free training to get us through. Additionally, Carianne would work 15 hours a week and come in once a month and coach and support staff until someone can go full-time once trained fully.

Throop made a motion to accept Carianne Smith's resignation, effective 08-27-2026 as full-time billing clerk and administrative assistant without remote assistance. The council discussed making a final decision about the remote part-time help at the next meeting. Fetzer seconds the motion. VOTE: Yeas- Throop, Fetzer, Dunn, Ransom, and Winters. Nays – none.

MOTION CARRIED 5-0.

Throop made a motion to adjourn the meeting at 7:31 p.m. Fetzer seconds the motion. VOTE: Yeas- Throop, Fetzer, Dunn, Ransom, and Winters. Nays – none. **MOTION CARRIED 5-0.**


Barb A. Rizzo, Fiscal Officer



Mayor Ty Tracy