

## VILLAGE OF FRIENDSHIP HEIGHTS

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### VILLAGE COUNCIL

ROY SCHAEFFER, *Mayor*

MARTHA SOLT, *Chairman*

FRANCINE KLEIN, *Vice-Chairman*

VICTOR BASILE, *Secretary*

JOHN CONLOW, *Treasurer*

ALLYSON ALT, *Parliamentarian*

ALFRED MULLER, *Historian*

JULIAN P. MANSFIELD, *Village Manager*

### Approved Minutes

#### Friendship Heights Village Council Finance Committee

Tuesday, November 18, 2025

**Finance Committee members present:** John Conlow; Roy Schaeffer; Allyson Alt.

**Others present:** Julian Mansfield; Donna Bryant; Martha Solt; Alfred Muller, M.D., Bobby Pestronk.

At 6 p.m., Mr. Conlow called the meeting of the Friendship Heights Village Council Finance Committee to order. The meeting was held in person at the Village Center.

#### Approval of Minutes

Mr. Conlow presented the minutes of the September 16 Finance Committee meeting. Mr. Conlow moved, Mr. Schaeffer seconded, to approve the minutes of the September 16 meeting. The motion was approved unanimously (3-0).

#### Proposed Check Signing and Transaction Review Procedures

Mr. Conlow presented his proposed procedure for check signing and transaction review. He indicated the current system requiring two Council members to sign checks and authorize payments is duplicative and inefficient. The goal is to upgrade the system to avoid duplication and streamline the procedure. There are also transparency issues with no publicly available list of transactions. Staff has worked with the Treasurer to develop a list of transactions that will be included with the monthly Treasurer's report presented at the Council meetings and posted on the website. Mr. Conlow recommended revising the procedure to authorize the Treasurer and Village Manager to sign checks and approve payments.

Committee members discussed this issue at length and questioned the need for a new procedure. It was agreed to check with area municipalities to find out the process they use. Consideration was given to bringing in a consultant to give a recommendation. It was decided to bring his issue up at the next Finance Committee meeting to develop a recommendation to present to the Village Council.

### **Audit Report**

Mr. Conlow indicated that the Village audit report has been filed with the State along with the required Uniform Financial Report. The audit has been posted on the Village website. No further action is required.

### **Capital Plan Development**

Mr. Conlow reviewed items that should be considered in developing a Capital Improvements Budget. The pedestrian safety study process has begun and bids have been received. The Council's review group will be meeting after Thanksgiving to review the proposals and present a recommendation to the Village Council at the December 8 Council meeting. Additional capital items to consider include Page Park, the Red House, the Humphrey Park fountain, and Village streets. The roads study needs to be updated as the time increments noted were incorrect.

No other actions were taken by the Finance Committee. Mr. Conlow moved, Mr. Schaeffer seconded, to close the meeting. The motion was approved unanimously. The meeting was adjourned at 7:04 p.m.

Respectfully Submitted:



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John Conlow, Finance Committee Chair