COUNCIL MEETING
TOWN OF BOLIVAR
SPECIAL MEETING MINUTES
March 18, 2026 at 6:30pm
Bolivar Community Center

Chris, Higdon, Mayor
P. Jean Reed, Recorder
Carolyn Beyer
Victoria Gale
Dan Jimeno
Sarah Shafer
Charlma Spence-Absent
Laura Whittington, Town Administrator

The items on the agenda are:
1. Budget Revision (4-General Fund (2025 -2026)
2. Discuss/Approve Park Proposal
3. Discuss/Approve Flip Flop Festival donation
4. Discuss/Approve Municipal Levy Estimate (Budget) 2026-2027)

Mayor Higdon called the meeting to order at 6:30pm

1.Budget Revision
Mayor Higdon asked Laura explain the Budget Revision
Laura explained the following:

Revenues

	Increase	Decrease	revised amount
Line Item 345 Rents/Royalties and Concessions	1,500		5,500
LineItem 380 Interest Earned on Investments	2,500		7,500
TOTAL	**$4,000**		

EXPENDITURES

438 Line Item 438	Elections		5,000	
501 Line Item 501	Employee Wellness		4,500	
440Line Item 440	City Hall		5,000	123,644
752Line Item 752	Signs and Signals		13,000	2,000
753Line Item 753	Snow Removal		7,500	32,000
900Line Item 900	Parks & Recreation	40,000		65,000
979Line Item 979	Culture and Recreation		1,000	7,000

Net Increase Expenditures **TOTAL** **4,000**

Mayor Higdon read the Resolution

RESOLVED: That Subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4-General Fund (2025-2026)____, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Victoria Gale, and duly seconded by Sarah Shafer the vote thereon was as follows:

Carolyn Beyer	**Yes**	
Dan Jimeno	**Yes**	
Sarah Shafer	**Yes**	
Charlma Quarles Spence	**Absent**	
Victoria Gale	**Yes**	
P. Jean Reed	**Yes**	**Motion passed 5 - 0**

Whereupon, **Mayor Chris Higdon**, declared said resolution duly adopted, and it is, therefore ADJUDGED AND ORDERED that said resolution be, and the same is, thereby adopted as so stated above, and Mayor, Chris Higdon is authorized to fix his signature on the attached "Request for Revision to Approved Budget to Approve Budget" to be sent to the Auditor for Approval.

Mayor Higdon thanked Laura for all her hard work on this resolution.

2. Discuss/Approve park proposal

Councilperson Gale said she has questions and concerns about the information on repairs to the park.

Councilperson Shafer asked why the price on this quote was $20,000 more than the other one.

Some other concerns on the mulch, what kind, how deep and prep work before putting in new mulch

We do not have any warranty or guarantee in writing for the new equipment or any work to be done in the park.

Laura said this latest quote has sales tax on it, we do not pay sales tax and that would need to come off.

Councilperson Sarah Shafer said we have some maintenance issues that have to be addressed yesterday. This is a really big bite to take at once.

Mayor Higdon asked if there was a way to go back to quantify what the top costs were. He said when I came in here tonight I was ready to pull the rock wall out, the handicap swing out and hit pause because of the cost. Let's do what we have to do then reset and come back for the rest. Are our prices still good for these items?

Councilperson Gale said she cannot get the vendor to put items and prices on the quote.

Councilperson Dan Jimeno asked if we had a compliance list. Dan will create this paperwork. He also asked if we could do phase 1 and phase 2.

Mayor Higdon said he is just talking out-loud we should be looking at the $61,000 and what we are actually buying.

Councilperson Gale said we have to do the mulching as part of the safety inspection.

Councilperson Beyer said this in the original quote. And there is another quote for mulch.

Councilperson Sarah Shafer said in order for me to vote on this I need to know the following:

- Everything I am voting on that is critical is going to get fixed
- What the maximum dollar amount is that I am voting on
- I need assurance that everything that is going to get fixed and gets fixed correctly
- And they have to come with some sort of assurance, warranty or guarantee including the mulching.

Councilperson Carolyn Beyer said Vicki, Mayor or Council should not despair. Laura said we need to ask Mark to come here and we work with him to get what we need. Mayor Higdon said they should leave here with a scope of what we want. Mayor Higdon said he wants this to be right because of all the work Councilperson Gale and Mr. Eastman has put into this project. Councilperson Gale said she needs a break, she is done. **Councilperson Victoria Gale moved to table this item until the April 7, 2026 meeting. Councilperson Carolyn Beyer seconded the motion. Motion passed 5 – 0** Mayor Higdon thanked Councilperson Victoria Gale for all the years of hard work, meeting, texts, inclement weather, etc. You are almost finished with this task. Everyone around this table will help you finish this job. Don't give up.Mayor Higdon will try to set up a meeting with Mark Younker.

3. **Discuss/Approve Flip Flop Festival donation**

Mayor Higdon asked if we received information from Harpers Ferry or Councilperson Spence.

Laura said she did not receive anything.

Mayor Higdon asked for this to be tabled until the April 7, 2026 Meeting.

4. **Discuss/Approve Municipal Levy Estimate (Budget) 2026-2027**

Mayor Higdon asked Laura to explain the procedures to everyone.

Laura started with a question and answer session concerning Policies and Procedures with Mayor and Council Members before explaining the Budget process.

Laura provided everyone with a copy of the 2025-2026 Budget and a copy of the 2026-2027 estimated Budget.

We will be using the account numbers to the left side of the form.

These are the active accounts that show the balance and the amount budgeted for this current year.

Laura also explained the different Classes of tax rates and our levy amount on each class. We are a Class 4.Laura explained the revenue portion first. She explained the amounts that are projected for each line item. Some are restricted and some are unassigned categories Laura stated. Laura went through revenues and then expenditures for 2026-2027.

Total revenues and expenditures have to balance.
Revenues = $670,438 and expenditures = $670,438.

Councilperson Sarah Shafer moved to approve the 2026 - 2027 Budget of $670,438 as presented and adjusted by Laura Whittington. Councilperson Carolyn Beyer seconded the motion.

Roll Call as follows:

Sarah Shafer	**Yes**
P. Jean Reed	**Yes**
Chris Higdon, Mayor	**Yes**
Dan Jimeno	**Yes**
Carolyn Beyer	**Yes**
Victoria Gale	**Yes**
Charlma Spence	**Absent**

Motion passed 5 – 0

NOTE: Laura Whittington will make the adjustments and forward to the State Auditor for approval.

Adjournment

Councilperson Sarah Shafer moved to adjourn the meeting. Meeting adjourned at 9:00pm

Respectfully submitted,

P. Jean Reed
P. Jean Reed, Recorder

Chris Higdon, Mayor