

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
January 12, 2021

Members Present:

John Sheehan
Art Chavez

Members Absent:

n/a

Staff:

Sidney Harrington
Pedro Campos, Zehren & Associates

I CALL TO ORDER

John called the regular meeting to order at 4:04 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II ROLL CALL

John, Art, Sidney, and Pedro were present. Stephen and Ray were not present due to illness.

III PUBLIC COMMENTS

n/a

IV APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the November 11th, 2020 regular meeting, Art seconded, and all were in favor.

V DISCUSSION

- A. Pedro Campos attended the meeting to provide an update on the shed building project and the Two Elk master plan sub area. The Town of Minturn's planning and zoning department met with Pedro to kick off the Two Elk sub area planning process that will occur over the next six months. With the state of Covid19, things have slowed down considerably with regards to engaging stakeholders in the process. That's not to say it is not happening, but the Town and everyone else has to comply with pandemic practices. The cemetery expansion vision will have a place in this process and Pedro believes this will be a good exercise for the District to learn what expansion opportunities are available finally.

Pedro says the Town of Minturn, after initially reviewing the preliminary shed building plan, would like for the Cemetery to confirm all of the easements in the area of the shed building. Pedro would like to go ahead and begin the application

submittal process for the shed building expansion project with the Town of Minturn's planning and zoning department for consideration. Discussion ensued and all agree the time is right for working through the mechanics of the preliminary plan with the Town. Pedro believes this process may take longer than usual due to pandemic public processes.

B. Old Edwards Cemetery update:

Sidney reported that Matthew Mickelson, Eagle County's local history librarian, sent over a listing of burials for the Old Edwards Cemetery. Burials consist of both marked and unmarked graves. There are about 150 burials of both human remains and canine remains.

Matt Mire's office prepared a memo for the Board of Directors regarding the process for acquiring this property and it is fairly simple. It would require a petition to the Board of Eagle County Commissioners requesting an amendment to the District boundaries. The District must first acquire the land. Discussion ensued and Board and Staff agreed that acquiring the one-acre cemetery is an exciting opportunity and an easy decision for planning for future community use.

Sidney presented GPR survey expense options and recommends the GPR Data Capture option that includes a field data map and row markers with mapped open burial locations. The Board agrees with the choice and we will continue our conversations with the land owner to acquire the land legally. A deposit for the GPR survey is required to secure the service in the spring of 2021. We will process a GPR deposit check after we make more progress with the legal land acquisition (February regular meeting). The Board would like to formally ask the Miller family to donate the land and Sidney will draft a letter to the Miller family attorney. John motioned to take the necessary next-steps to acquire the property, Art seconded and all were in favor.

- C. The 2020 audit is underway and Sidney is working with Marchetti & Weaver to prepare the audit documents (annual sales logs, bank statements, bill payments, inventory reports) for review by McMahon & Associates.
- D. The First Call of Colorado ossuary deposit contract has expired. First Call is a business that cremates human remains that have been donated to scientific research and deposits those remains for a minimal contracted fee with the District. The current contract is dated March, 2015 and it requires updating. Board and Staff briefly discussed the ossuary deposit space capacity. Sidney will place this item on the February regular meeting agenda for further discussion.

VI. BILL PAYING

The following electronic funds transfers were made:
EFT Centurylink 267.83

The following checks were signed:

2788	A4S	1,500.00	
2789	First Bank	1,045.70	
2790	Hoffman, Parker, Wilson & Carberry		832.50
2807	Home Depot	177.94	
2808	Marchetti & Weaver	203.00	
2809	MW Window Cleaning	330.00	
2810	Peggy Peters	420.00	
2811	Sforzo Enterprises, Inc.	1,035.00	
2812	Sidney Harrington	3,333.00	
2813	Vail Honeywagon	50.00	
2814	Xcel Energy	1,184.82	
2815	Zehren and Associates, Inc.		476.13

VII. FUTURE AGENDA ITEMS

shed building remodel, Two Elk sub-area masterplan-TOM, GPR survey, bids for landscaping, Old Edwards Cemetery

VIII. ADJOURNMENT

At 6:59 p.m. John motioned to adjourn the regular board meeting, Art seconded and all were in favor.

The next regular board meeting date and time is TO BE DETERMINED.

Respectfully Submitted:
Sidney Harrington
Administrator

ATTEST:

Stephen Jones
Minturn Cemetery District
Secretary/Treasurer