

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
November 11, 2020

Members Present:

John Sheehan
Art Chavez
Stephen Jones

Members Absent:

n/a

Staff:

Sidney Harrington
Ray Sforzo
Pedro Campos, Zehren & Associates

I CALL TO ORDER

John called the regular meeting to order at 4:03 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II ROLL CALL

John, Art, Stephen, Sidney, Ray and Pedro were present.

III PUBLIC COMMENTS

n/a

IV APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the October 13th, 2020 regular meeting, Stephen seconded, and all were in favor.

V DISCUSSION

- A. Pedro Campos attended the meeting to debrief the staking walk-through that occurred with the Town of Minturn's P&Z dept. John and Stephen were present for the walk-through and all agreed that the preliminary staking was well-received with Madison, the assistant town planner. There is a public utility (gas) valve in the general location of the shed building expansion and the Town would like us to update the utilities easement on the map. Once these items are addressed, we can move forward with presenting the idea to the P&Z committee and eventually Town Council.

In the interim, Pedro is excited to share the news that the Town of Minturn has engaged Zehren & Associates to develop a Two Elk Area Recreation Plan whereby the Minturn Cemetery District is a stakeholder in the master planning of the area. This is ideal for cemetery expansion needs that will be rolled into a

much bigger community-wide vision for the entire area. Pedro thinks this Two Elk sub-area is very special and that there is nothing else like it in Eagle County. The cemetery is an “anchor” to the area.

Pedro also mentioned that the Two Elk area master plan will be paid for with funds from the Battle Mountain development agreement. A full community engagement and public master plan process will take place to analyze land use, provide base mapping and site inventory.

The Minturn Town Council is very supportive and excited to begin the planning process and scope of work. Little Beach Park expansion is top of mind for the Town but the entire area is open to possibilities and potential connectivity to other areas of town.

Discussion ensued and all agreed that we should host a meeting here at the cemetery if and when the Town of Minturn begins to delve into the planning process. Pedro would like the Board to be involved more as we roll forward.

- B. The website redesign estimates have come in with similar price estimates. Sidney has decided to work with Dave Bishop with Bishop Webworks, based in Edwards, and a deposit check is required to commence.

C. Old Edwards Cemetery update:

Sidney has been in communication with the Miller Estate attorney for the Old Edwards Cemetery and they have agreed to allow us to perform a GPR survey in the springtime. There is a lot of sagebrush on the property that will have to be removed and we have also been granted permission to remove it. Discussion ensued regarding the sagebrush, the GRP survey and the property opportunities. John mentioned a machine that could potentially remove and ground up the sagebrush to the ground. We need to have the sagebrush within 3 inches flush to the ground in order for the GPR to work.

The cemetery GPR price estimate ranges from about \$3600 - \$7200 depending on what services we choose.

Sidney has asked Matt Mire’s office to prepare a memo to the cemetery district board of directors that addresses the legalities of acquiring the Old Edwards Cemetery.

- D. The Daughters of the American Revolution are raising money to provide a holiday wreath placing program at every Eagle County cemetery to honor veterans. Sidney has been in touch with several contacts who are coordinating the effort and the Minturn Cemetery District will participate. We have offered our mausoleum chapel space as a staging area for receiving the wreaths when they arrive in mid-December. The wreath placing will take place on December 19th. All

who are involved are aware of the potential challenges with snowfall and locating veteran burials here in Minturn.

- E. Stephen asked to open up for discussion the idea of changing regular meetings from once a month to bi-monthly like other special district boards do. A brief discussion took place and we will keep this idea on the radar keeping in mind, we can easily cancel meetings here-and-there without the risk of missing critical work items. Also, members are allowed to miss meetings per our district bylaws.
- F. Ray reported that the mausoleum surround snowmelt system is not working. Plumbing Systems Inc. has been scheduled to diagnose and repair the system as needed.

The property manager subcontract is up for renewal and revisions of the job description and duties has been in review for several months. Board members have worked with Matt Mire to address contract language and other minor concerns. Changes have been made to the contract per board direction with regards to weekly hours and job duties, and it is ready for execution.

Ray said this is his eighth year here at the cemetery and he has done his best to provide compassionate burial services to patrons. He is raising his property management rate to \$45/hour which is the standard Vail Valley laborer rate.

Ray went on to say there are about 1000 existing burials on property. Plot sales have increased because the property looks so nice now and feedback from patrons is always positive. Gates have been opened and closed daily since the beginning and this practice shows people that there is a consistent presence on property. Ray would like for gates to continue to be opened and closed at least 9-6 weekends/holidays for the following reasons:

1. Patrons are welcome to drive in and up the hill to the upper cemetery
2. ADA regulations (all handicap spots are inside the gates)
3. People and animals take over when we are not here (illegal monument placements, marmots, elk, deer)

John does not agree that the vehicle access gate should be opened and closed all the time by Ray because the walk-in gate is open all the time.

Stephen asked for clarification and about Ray's work schedule. Does Ray make a special trip to open and close the gates? Yes, but that goes together with maintenance items as needed. Stephen thinks gate hours would be a good idea.

Art does not want to see property manger hours get out of control like in the past when gate operation hours/expenses were identified by the board as an area to "cut back" on. Furthermore, storage disarray, personal storage items, and equipment disrepair have been a concern causing distrust. Art reminded everyone that the cemetery board has a fiduciary responsibility to tax payers in

the District and this is why he brings it up. Art is happy these troubling items have been corrected by Ray.

Sidney reminded everyone that the Administrator and Property Manager positions are subcontractor positions with a rate of pay and not a wage. Furthermore, all of the grievances that the Board has with Ray have been addressed and Ray has acquiesced to everything.

Stephen and Art asked Ray about keeping his hours to 20 hours a week and Ray agreed. The only time this restriction becomes a challenge is when there are two people needed to perform work (casket burials); however, 20 hours are allowed to be exceeded for the purpose of burial services. Stephen also commented to Ray that John is not going to change his mind about daily gate operations at this point.

Art expressed his appreciation to Ray for his overall job performance and work ethic. He went on to say that he thinks Ray has a gifted way of dealing with burial services and making grieving people feel at ease at the cemetery. Art motioned to alter the contract from \$40/hour to \$45/hour, John seconded and all were in favor.

The Board would like to discuss gate hours at a future meeting but said we should be careful about placing hours on a sign that binds staff to inconvenient gate operations.

VI. BILL PAYING

The following electronic funds transfers were made:

11/10/2020	EFT	Centurylink	267.83
11/10/2020	EFT	ERWSD	2,496.00

The following checks were signed:

11/10/2020	2773	A-Peak	3,730.00
11/10/2020	2774	Bishop Webworks	875.00
11/10/2020	2775	Colorado Mountain News Media	17.26
11/20/2020	2776	Eagle Valley Surveying, Inc.	509.00
11/10/2020	2777	First Bank	880.04
11/10/2020	2778	Hoffman, Parker, Wilson & Carberry	758.50
11/10/2020	2779	Marchetti & Weaver	456.50
11/10/2020	2780	Mobloggy	83.34
11/10/2020	2781	Peggy Peters	700.00
11/10/2020	2782	Sforzo Enterprises, Inc.	2,260.00
11/10/2020	2783	Sidney Harrington	3,333.00
11/10/2020	2785	Vail Valley Pest Control	400.00
11/10/2020	2784	Vail Honeywagon	105.00
11/10/2020	2786	Xcel Energy	250.89

VII. FUTURE AGENDA ITEMS

shed building remodel, Two Elk sub-area masterplan-TOM, GPR survey, resurfacing bid for comparison to A-Peak, gate ops and hours

VIII. ADJOURNMENT

At 6:20 p.m. John motioned to adjourn the regular board meeting, Stephen 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