

MINTURN CEMETERY DISTRICT  
REGULAR MEETING MINUTES  
August 25, 2020

Members Present:

John Sheehan  
Art Chavez  
Stephen Jones

Members Absent:

Ray

Staff:

Sidney Harrington

I CALL TO ORDER

John called the regular meeting to order at 4:05 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II ROLL CALL

John, Art, Stephen and Sidney were present. Ray was absent due to illness.

III PUBLIC COMMENTS

n/a

IV APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the July 15, 2020 regular meeting, Stephen seconded, and all were in favor.

V DISCUSSION

- A. Sidney passed around cemetery photo prints for the Board to review and flag for the purpose of placing new images on the web site and brochure. As we begin to redesign our web site, Sidney will keep in mind, the BOD's favorite shots. Mobloggy is our current site designer. Board would like to see the site with more user-friendly features and would like for Sidney to get more than one bid for design. Pedro suggested calling 970 Design, Stephen said to call Vail's in-house marketing manager who is in charge of Vail's government site.
- B. SHED BUILDING UPDATE BY ZEHREN & ASSOCIATES: Pedro Campos and Rebecca Smith with Zehren and Associates attended the meeting to give a recap of their meeting with the Town of Minturn's Town Planner, and Planner (Scot & Madison). Pedro & Rebecca provided a presentation illustrating existing shed building conditions, survey, site photos and preliminary design plans to Minturn. Pedro said that the meeting was productive and he believes that there may be some benefit to our cause for planning a cemetery expansion if we can provide a

big picture or master plan next time we meet with Minturn. Pedro believes that it is fair to expect Minturn to also provide a master plan for the entire area around the cemetery including the bike park, Little Beach Park and the public works area. Overall, the conversation with Scot and Madison was very nice. Next steps are to survey and stake the shed building area so that the Minturn Planning & Zoning Board can perform a walk-through of the proposed expansion and land acquisition.

Rebecca presented a shed building bid from Allied Steel along with 25 x 30 x 14 structure cost. To build the structure, an RFP would be developed and this process would be handled by Zehren.

- C. Sidney reported that the B'nai Vail Congregation purchased 18 more burial plots and the contract has been executed and plots have been paid for. Board asked about the status of the B'nai landscaping and fencing and Sidney reminded everyone that there is no time restriction on these improvements; however, it would be nice to have an update.
- D. John introduced some specific maintenance contract revisions for the property maintenance contract. The Board said that Ray does a great job and would like to renew the contract with revisions. Art asked about grave excavation labor and Sidney reminded everyone that our grave excavation has not ever been performed in-house and that machine operators use cemetery equipment to excavate graves for the past 8 years. Discussion ensued about property maintenance duties being "subbed out", gates, snow removal needs and security. Because Ray is not present and the revisions have not been added, the contract will not be executed at this time.

John motioned to change the maintenance contract verbiage to specify 80 hrs / month and no more than 20 hrs / week unless there is a burial and board has approved overage hours. Stephen seconded and all were in favor.

John motioned to approve Sidney's contract renewal, Stephen seconded and all were in favor. The contract document was signed into effect, August 25, 2020.

## VI. BILL PAYING

The following electronic funds transfers were made:

8/25/2020	EFT	Centurylink	271.63
7/19/2020	EFT	ERWSD	1,397.50
8/21/2020	EFT	ERWSD	3,659.50

The following checks were signed:

8/25/2020	2719	Carquest Auto Parts	10.98
8/25/2020	2718	Charles Turnbull (refund)	1,500.00
8/25/2020	2720	Eager Beaver Tree Service	200.00

8/25/2020	2721	First Bank	888.00	
8/25/2020	2722	Fitz Landscaping	4,500.00	
8/25/2020	2723	Hoffman, Parker, Wilson & Carberry		518.00
8/25/2020	2724	Home Depot	569.73	
8/25/2020	2738	John Sheehan	180.01	
8/25/2020	2725	Marchetti & Weaver	377.50	
8/25/2020	2726	Mountain Valley Ventures, Inc.		3,332.00
8/25/2020	2727	MW Window Cleaning, Inc.		505.00
8/25/2020	2728	Peggy Peters	1,610.00	
8/25/2020	2729	PSI	5,855.00	
8/25/2020	2730	Rocky Mountain Custom Landscapes		2,286.07
8/25/2020	2731	Sforzo Enterprises, Inc.	4,880.00	
8/25/2020	2732	Sidney Harrington	3,333.00	
8/25/2020	2737	Sidney Harrington	84.97	
8/25/2020	2733	Todd Alan	4,000.00	
8/25/2020	2734	Vail Honeywagon	50.00	
8/25/2020	2735	Xcel Energy	243.67	
8/25/2020	2736	Zehren & Associates		2,899.25

VII. FUTURE AGENDA ITEMS

shed building remodel, property maintenance subcontractor renewal, 2021 Budget discussion with Ken Marchetti

VIII. ADJOURNMENT

At 6:11 p.m. Stephen motioned to adjourn the regular board meeting, John seconded and all were in favor.

**The next regular board meeting date and time is TO BE DETERMINED and will take place at the Minturn Riverview Cemetery Mausoleum, Minturn, CO.**

Respectfully Submitted:  
Sidney Harrington  
Administrator

ATTEST:

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Stephen Jones  
Minturn Cemetery District  
Secretary/Treasurer