

MINTURN CEMETERY DISTRICT  
REGULAR MEETING MINUTES  
September 13, 2021

Members Present:

John Sheehan  
Art Chavez  
Stephen Jones

Members Absent:

n/a

Staff:

Sidney Harrington  
Ray Sforzo

I CALL TO ORDER

John called the regular meeting to order at 6:27 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II ROLL CALL

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

III PUBLIC COMMENTS

n/a

IV APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the August 16, 2021 regular meeting, Stephen seconded, and all were in favor.

V DISCUSSION

A. Old Edwards Cemetery Update - Sidney

Matt Mire and Hilary Graham have been working on the Old Edwards Cemetery process with the Board of County Commissioners. The attorney for the BOCC, Holly, has indicated that the process we are taking (petition, request for action to amend District boundaries) will be acceptable to the County. The BOCC would like to know what the District plans to do with the property.

Basic title work is needed and the District has been asked to pay for the expense. All agreed this is expected and won't be a problem.

It is ideal for the board of directors to address the BOCC in person sometime in the near future, along with a written letter to county regarding cemetery district intentions for the property.

B. Shed building update – Sidney

The District has been informed by the Town of Minturn that the adjacent parcel of land that we have cited for the shed building expansion has not been annexed into the town and thus our application with Minturn's P & Z commission is on hold until the necessary quiet title process

has been completed. Sidney has been in touch with Matt Mire and we are waiting to learn more from the Town of Minturn.

C. Security / Electrical / Mechanical Gates:

Board and staff reviewed and discussed items relating to electrical expenses, security upgrades and trenching. The District has received an all inclusive bid from AJ Electric that includes electrical, trenching, mobilization, etc. If the board would like to move in this direction, we will need to develop an RFP by hiring an entity to prepare the scope of work and then we will need to publicly post the project in the Vail Daily and interview candidates.

Ray says that we really have two projects in play here, the front mechanical gates w/ conduit for a fence post lighting plan and secondly the security upgrades w/ lighting to the south gates. Each project has its own electrical requirements including exclusive conduit needs. Ray would like to utilize our existing subcontractors to execute each project: Daryl Taylor for electrical, A4S for trenching labor utilizing our own equipment. The bid for mechanical gates for electrical is \$10,500 and for trenching (including asphalt cut / patching to front entry) \$25,000. The security camera + lighting electrical coming from the public bathroom, will have additional expenses because they will each need dedicated conduit. Security upgrades are estimated to be \$6,400 while mechanical gates from Firkins are estimated to be \$11,300.

A4S and F.D. Taylor Electrical are ready to mobilize now. Discussion ensued and all agreed that we would like to get power, gates and cameras moving forward this fall instead of waiting for the spring. Selecting lights and installing cameras can happen after the ground installation takes place before it snows.

Based on preliminary estimates, all agreed that \$80,000 will be enough to complete the projects from now until next spring. John motioned to approve the vendor work based on estimates from A4S, F.D. Taylor Electrical, Firkins Garage Doors and Superior Alarm to commence based on our scope of work w/ expected revisions for additional electrical conduit to run to the south gates from the public restroom. Art seconded and all were in favor.

Sidney will provide a spreadsheet of expenses as well as plan for future lighting specifications and overall lighting plan for the gate and fence.

C. Rules & Regulations Revisions Discussion Round 2:

Board and Staff discussed the attorney-drafted revisions for the cemetery rules & regulations. Changes were made to the section concerning double headstone installations that happen prior to casket interment in both plot spaces. Size limits for ground cremains interments were set.

Discussion ensued and other items to address in the future are converting crypt spaces to "family crypts" for oversized urn placements in a grouping inside an existing crypt. This would allow for family-style urn placement. The District could likely work directly with Granite Bronze to design an appropriate bronze plaque style for the existing granite face.

A resolution approving the changes will be presented at the October meeting.

VI. BILL PAYING

The following electronic funds transfers were made:

9/13/2021	EFT	Centurylink	265.30
8/20/2021	EFT	ERWSD	3,059.84

The Following check payments were made:

9/13/2021	2926	Firstbank	750.09
9/13/2021	2927	Home Depot	48.02
9/13/2021	2928	Mountain Valley Ventures, Inc.	2,400.00
9/13/2021	2934	Todd Novak	440.00
9/13/2021	2929	Peggy Peters	1,254.00
9/13/2021	2930	Plumbing Systems Inc.	1,460.50
9/13/2021	2931	Sforzo Enterprises, Inc.	4,635.00
9/13/2021	2932	Sidney Harrington	3,333.00
9/13/2021	2933	Superior Alarm & Electronics	176.52
9/13/2021	2935	Vail Honeywagon	51.50
9/13/2021	2937	Vail Valley Pest Control	400.00
9/13/2021	2936	Vail Valley Landscape Supply	359.43
9/13/2021	2938	Xcel Energy	418.16
9/13/2021	2939	Zehren & Associates	1,422.42

VII. FUTURE AGENDA ITEMS

2022 Budget hearing, shed building remodel, Two Elk subarea masterplan-TOM, Old Edwards Cemetery Petition, green burials, rules & regulations

VIII. ADJOURNMENT

At 8:30 p.m. Art motioned to adjourn the regular board meeting, John seconded and all were in favor.

**The next regular board meeting date and time will be October 11th at 6:30 pm.**

Respectfully Submitted:  
Sidney Harrington  
Administrator

ATTEST:

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Stephen Jones  
Minturn Cemetery District  
Secretary/Treasurer