

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES

February 8, 2022

Members Present:

John Sheehan
Stephen Jones
Art Chavez

Members Absent:

n/a

Staff:

Matt Mire
Sidney Harrington
Ray Sforzo

- 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, Stephen, Art, Matt, Ray and Sidney were present.
- III PUBLIC COMMENTS
n/a
- IV APPROVAL OF MEETING MINUTES
John motioned to approve the meeting minutes from the November 8, 2021 regular meeting, Stephen seconded, and all were in favor.
- V DISCUSSION
- A. Old Edward Cemetery Discussion: Matt Mire
Matt Mire attended the meeting to discuss the status of the Old Edwards Cemetery petition to the Eagle County BOCC. After title work was completed, it was 100% determined that the Miller estate does not own the cemetery property. It is the only piece of the Miller ranch property that is excluded from the PUD. An entity by the name of S.H. Shannon is officially the owner and thus there is no longer a need to continue with the petition to the county commissioners at this time.

Discussion ensued regarding the property and whether or not the Minturn Cemetery District is able to acquire the abandoned land. Matt informed the group that a quiet title process is something that the district will NOT be able to file

because there is no affiliation between the Minturn Cemetery District and the cemetery property. However, the Miller Estate may legally be able to pursue this process.

Matt introduced a couple of ideas for moving forward. The eminent domain and condemnation process is an option that would need to involve a close personal alliance with a county commissioner to champion this cause for future use of the Edwards cemetery for community use. The second idea is to engage the Miller estate to move forward with a legitimate claim to the property via the quiet title process to claim the property rights to the S.H. Shannon parcel with the intent of donating the cemetery land to the Minturn Cemetery District. Matt agrees that the district is truly the only Eagle County entity that can accept this type of donation for community use.

Board and staff discussed and are wondering how we can find out who S.H. Shannon is. All agreed that we have a strong community service interest in preserving the integrity of the existing historical burials at the property and bringing it out of a state of disrepair. All agreed to instruct Matt to approach the Miller estate attorney about the quiet title process. Matt will pursue and report back next month.

B. 2022 BOARD OF DIRECTORS ANNUAL ELECTION:

At the beginning of each calendar year our bylaws require the board of directors for the Minturn Cemetery District to elect officers. A President, Vice President, Secretary / Treasurer shall serve for a term of one year which shall expire upon the election of their successor or upon their reelection to that office.

Stephen motioned to name John Sheehan as President. Art seconded the motion and all were in favor. John made a motion to name Art Chavez as Vice President, Stephen seconded and all were in favor. John motioned to name Stephen Jones and Secretary / Treasurer. Art seconded and all were in favor.

C. Security / Electrical / Mechanical Gates Update – Ray

Ray reported that the gates have been installed and are operating as expected. Lights are working and board members commented on how nice they look. Staff is keeping snow cleared from the mechanism. Camera installation is planned for the springtime

Ray said the gates are a very nice improvement and thanked the board for allowing this upgrade.

D. Double Headstones

Rules and regulations have been revised to include a verbiage change about double headstone installations that go in prior to both casket burials going in the ground. The cemetery district needs to protect itself and indemnify the moving of these large, expensive stones to get caskets in the plot space.

Discussion ensued about double headstone removals and replacements for the purpose of casket burials. The attorney's office prepared revisions to our fee schedule and also created an acknowledgement form to be signed off on by cemetery staff.

Sidney said that a professional monument company would need to remove and replace the headstone and that cemetery staff needs to be in charge of this process and thus there is a proposed \$200 service charge (for staff time).

The double headstone acknowledgement and approval form has been drafted and spells out the process should a double headstone require replacement in order to perform a casket burial.

Sidney mentioned raising cemetery product and services rates on the fee schedule and that plot rates have been the same price, \$500, for ten years. Perhaps the board is interested in discussing rate increases at the next meeting.

Ray chimed in to remind everyone that our inventory is running low. Art asked about out-of-district patrons and making sure they pay more than in-district.

Stephen agreed and went on to say that he feels our pricing is too low.

John reported that he has friends in Las Vegas who just paid \$8000 per burial plot.

All would like to revisit local area cemetery plot pricing. Sidney passed out a 2017 cemetery pricing research spreadsheet to board members for review.

John motioned to approve the new rules and regulations verbiage as discussed, Art seconded and all were in favor. Sidney will have the attorney's office prepare resolution for the double headstone amendments to the rules and regulations.

Per board and staff discussion, we will continue the conversation about cemetery pricing and fee schedule revisions at the March meeting.

E. 2022 Staff Contract Renewals:

Administrator and Property Management subcontracts must be renewed on an annual basis.

Board members were given copies of Ray and Sidney's contract documents to review prior to the meeting for public discussion.

Board and staff discussed the contract terms and both contracts shall be renewed with minor changes to job descriptions and alterations to the contract rate based on inflation. Sidney will's rate will increase 10% over 31 months to

\$3,667 per month. Ray's property management contract will switch from labor hourly to \$2,666 per month with all winter loader work and all seasonal burial labor paid out at a billing rate of \$50 per hour, additionally for those services. Both contracts for Administrator and for Property Manager will expire on December 31, 2022. John motioned to approve, Art seconded, and all were in favor.

VI. BILL PAYING (December 2021 through February 2022)

The following electronic funds transfers were made:

12/14/2021	Centurylink	269.24
12/29/2021	ERWSD	40.96
1/9/2022	EFT Centurylink	269.24
2/8/2022	EFT Centurylink	266.41

The Following check payments were made:

12/14/2021	2975	F.D. Taylor Electrical	20,080.00
12/14/2021	2976	Firstbank	148.69
12/14/2021	2977	Hoffmann, Parker, Wilson & Carberry	1,321.00
12/14/2021	2978	Home Depot	333.81
12/14/2021	2979	Marchetti & Weaver, LLC	2,133.45
12/14/2021	2980	Peggy Peters	741.00
12/14/2021	2981	Rocky Mountain Custom Landscapes	6,440.08
12/14/2021	2982	Sforzo Enterprises, Inc.	3,510.00
12/14/2021	2983	Sidney Harrington	3,333.00
12/14/2021	2984	Superior Alarm & Electronics	176.52
12/14/2021	2985	Vail Honeywagon	116.90
12/14/2021	2986	Vail Valley Pest Control	400.00
12/14/2021	2987	Xcel Energy	626.18
1/9/2022	2988	A4S, LLC	3,600.00
1/9/2022	2989	ABC Parts Inc.	10.90
1/9/2022	2990	Defina Construction, Inc.	500.00
1/9/2022	2991	Eagle Valley Surveying, Inc.	1,255.00
1/9/2022	2993	Fitz Landscaping, Inc.	936.00
1/9/2022	2992	Firstbank	1,213.31
1/9/2022	2994	The Home Depot	504.30
1/9/2022	2995	Peggy Peters	304.00
1/9/2022	2996	Rocky Mountain Custom Landscapes	429.50
1/9/2022	2997	Sforzo Enterprises, Inc.	2,610.00
1/9/2022	2998	Sidney Harrington	3,333.00
1/9/2022	2999	SteamMaster	492.12
1/9/2022	3000	Vail Honeywagon	51.50
1/9/2022	3001	Vail Valley Pest Control	400.00
2/8/2022	3001	ABC Parts Inc.	61.40
2/8/2022	3002	A4S, LLC	2,280.00
2/8/2022	3004	Firkins Garage Doors, Inc.	7,062.50

2/8/2022	3005	Firstbank	143.60
2/8/2022	3006	Hoffmann, Parker, Wilson & Carberry	222.00
2/8/2022	3007	Kirby Built Sales	5,821.23
2/8/2022	3008	Marchetti & Weaver, LLC	1,686.42
2/8/2022	3009	MW Window Cleaning, Inc.	990.00
2/8/2022	3010	Peggy Peters	380.00
2/8/2022	3011	Plumbing Systems, Inc.	139.00
2/8/2022	3012	Sforzo Enterprises, Inc.	1,575.00
2/8/2022	3013	Sidney Harrington	3,333.00
2/8/2022	3014	Vail Honeywagon	55.00
2/8/2022	3015	Vail Lock Key & Safe	32.00
2/8/2022	3016	Xcel Energy	2,319.90

VII. FUTURE AGENDA ITEMS

Old Edwards Cemetery, Shed Building expansion, Two Elk sub-area plan – TOM, green burials

VIII. ADJOURNMENT

At 5:57 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 will be March 8th, 2022 at 4:00 pm.

Respectfully Submitted:
Sidney Harrington
Administrator

ATTEST:

Stephen Jones
Minturn Cemetery District
Secretary/Treasurer