

MINTURN CEMETERY DISTRICT  
REGULAR MEETING MINUTES  
November 7, 2023

Members Present:

Art Chavez  
John Sheehan

Members Absent:

Ray Sforzo

Staff:

Sidney Harrington

I. CALL TO ORDER

John called the regular meeting to order at 4:01 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II. ROLL CALL

John, Art and Sidney were present. Ray did not attend the meeting because he is out of town.

III. PUBLIC COMMENTS

Terry Armistead, Minturn Town Council member, attended the meeting to catch up on cemetery business and operations. Terry said she would like to see a Minturn Town Council member attend cemetery board meetings quarterly. She believes that we need to have good communication between the cemetery district and the Town and asked if the district would consider posting our meeting agendas to its website. Sidney commented that we aren't set up technically to post agendas to the site but is happy to forward an agenda to anyone who asks for one.

Terry would like to see better collaboration between cemetery and council as we both serve the same constituents. Board and Staff agreed this is a good direction. She mentioned that the Minturn Town Council is planning to have a discussion about the cemetery fence entanglements at the December 6 council meeting. Terry will make sure Michelle reaches out to the district regarding this upcoming council discussion.

John stated that the district has taken action, addressed the fence concerns as deemed appropriate. John pointed out the fence alterations just outside the mausoleum at the top of the hill and also mentioned game camera installation plans and berm permeability ideas all recently discussed. Art stated the fact that many Minturn generations are buried here and the fence has both a spiritual and a security purpose to protect the cemetery grounds.

Before Terry left, Art and John said how happy they are to see her stop by the cemetery meeting.

IV. APPROVAL OF MEETING MINUTES

Art motioned to approve the meeting minutes from the October 10, 2023 regular meeting, John seconded, and all were in favor.

V. DISCUSSION

A. Administrator Report:

Sidney has been in touch with Josh McMahon, legal counsel, about the current status of the Old Edwards Cemetery quiet title process. Josh has advised that board and staff engage in a little public relations effort to keep things moving forward with regards to Gary Reeves. Gary has some concerns about moving forward and John Sheehan will reach out to Gary to try to dispel some of his worries about the property plans for the future. The Miller estate has signed over their deed to the property and it has officially been recorded in Eagle County records.

Sidney announced that after a week-long public notice in the Vail Daily, the cemetery office received no letters of interest to apply for the board member vacancy to serve on the Minturn Cemetery District Board of Directors. John and Art will continue to spread the word and in the interim, we will continue with regular cemetery meetings and business as we do have a quorum to do so. John stated that he has a board member candidate in mind and will reach out to him to see if he is interested.

Staff annual contract review and renewal for Administrator and Property Manager positions will take place at the next regular board meeting on December 12. Contracts will be in the December board meeting packet for board review prior to the meeting. It is standard practice, per our attorney's advice, that the cemetery district review and renew subcontractor agreements annually.

The shed building project planning and zoning approval process is continuing to move forward. Minturn P&Z has been back and forth with Zehren and Associates to work out the project submittal requirements. Pedro is hoping that if all goes well, we will see our project on a December planning and zoning agenda for final approval.

VI. BILL PAYING

The following electronic funds transfers were made:

n/a

The Following check payments were made:

11/7/2023	3330	Anderson Notarianni McMahon LLC	1,070.50
11/7/2023	3331	CenturyLink	277.11

11/7/2023	3332	Firstbank	700.36
11/7/2023	3333	Fitz Landscaping	19,268.60
11/7/2023	3334	Hoffmann, Parker, Wilson & Carberry	721.50
11/7/2023	3335	The Home Depot	117.38
11/7/2023	3336	Marchetti & Weaver	173.75
11/7/2023	3337	Mountain Valley Ventures, Inc.	1,792.00
11/7/2023	3338	MW Window Cleaning Inc.	330.00
11/7/2023	3339	Plumbing Systems, Inc.	3,120.00
11/7/2023	3341	Sforzo Enterprises, Inc.	4,855.00
11/7/2023	3342	Sidney Harrington	4,050.00
11/7/2023	3343	Superior Alarm & Electronics	1,360.00
11/7/2023	3344	Vail Honeywagon	83.81
11/7/2023	3345	Vail Valley Landscape Supply	496.00
11/7/2023	3346	Xcel Energy	636.02
11/7/2023	3347	Zehren and Associates, Inc.	490.98

VII. FUTURE AGENDA ITEMS

2024 Budget hearing, Old Edwards Cemetery, Shed building project

VIII. ADJOURNMENT

At 5:46 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 will be December 12<sup>th</sup> at 4 pm.**

Respectfully Submitted:  
Sidney Harrington  
Administrator

ATTEST:

---

Art Chavez  
Minturn Cemetery District  
Vice President