

MINTURN CEMETERY DISTRICT  
REGULAR MEETING MINUTES  
December 12, 2023

Members Present:

Art Chavez  
John Sheehan

Members Absent:

n/a

Staff:

Sidney Harrington  
Ray Sforzo

I. CALL TO ORDER

John called the regular meeting to order at 4:10 p.m. at the Riverview Cemetery Mausoleum, Minturn, CO.

II. ROLL CALL

John, Art and Sidney and Ray were present.

III. PUBLIC COMMENTS

n/a

IV. APPROVAL OF MEETING MINUTES

John motioned to approve the meeting minutes from the November 7th, 2023 regular meeting, Art seconded, and all were in favor.

V. DISCUSSION

A. 2024 Minturn Cemetery District budget discussion and public hearing:

Ken Marchetti was in attendance and conducted the 2024 budget hearing. Board members were given a financial packet that includes the current statement of revenues and expenditures for 2023 as well as the proposed budget for 2024. This was dispersed to cemetery board and staff for review prior to this meeting and the public notice for the budget hearing was published in the Vail Daily as required by Colorado statute. The Minturn Cemetery District budget is a public budget that gets filed with the State of Colorado.

Ken mentioned that the change in fund balance revenue is up more than 33% and the property tax assessment rate was lowered from 6.95% to 6.70%. The cemetery district continues to be in a favorable financial position and holds a strong balance sheet and statement of net position.

Board and staff reviewed the budget by line item and discussion ensued. There has been an inflation rate of 6% applied across the entire budget. An 8% inflation rate was applied to the 2023 budget.

Art asked about increasing the amount for landscaping as we continue to explore land acquisition opportunities in Edwards and beyond. John also agrees with Art's comments. Ken advised we place "land acquisition" for capital expenditures into the existing budget whereby we would also move "cemetery expansion" numbers into this new budget line item.

Other budget line items were amended to accommodate equipment upgrade needs, landscape expansion needs, and GPR needs for the Old Edwards Cemetery.

The most immediate budget need will likely come from the shed building expansion project that we have been very close to getting approved for a spring 2024 ground-breaking. This project could span over two budget years. All agreed to increase this budget line item to \$300,000.

John motioned to approve the amended budget as discussed in the budget hearing via RESOLUTION 3-2023 TO ADOPT THE 2024 BUDGET and RESOLUTION 4-2023 TO SET MILL LEVIES AT .045 MILLS and RESOLUTION 5-2023 TO APPROPRIATE SUMS OF MONEY. Art seconded and all were in favor. The resolutions were signed.

B. 2024 cemetery staff contract renewals:

Cemetery staff contract renewals for property management and administrative service by Sforzo Enterprises and Sidney Harrington respectively. Contracts were renewed for the 2024 budgeted amounts for each position and reflect a 6% rate increase. John signed the contracts.

C. Administrator report:

The DOAR Wreaths across America ceremony is scheduled to take place on Saturday, December 16 at 11 am here at the cemetery. Board and staff will try to attend.

The shed building expansion project submittal was missing some professional utility locates that are needed for the project plan submittal for the Town of Minturn. Ray scheduled this service and results were given to Eagle Valley Surveying. Pedro believes that this is the final missing piece.

The Town of Minturn issued a "Mini Mile seasonal closure notice" via its newsletter to remind residents about the closure for the purpose of wintering wildlife.

John is working on further communications with Gary Reeves to soothe his concerns for signing the quiet title for the Old Edwards Cemetery. Josh McMahon, our attorney, believes that Gary may require more reassurance directly from the board for the future of the property to remain a cemetery.

D. Property manager report:

Game cameras have been installed here at the top of the hill and operate on batteries. This may not be a long-term plan for monitoring wildlife.

Ray recently received a bid to replace the boiler in the mausoleum. It works fine now but will need to be replaced in a few years. John recommends that we take a look at the German-made, Vermisson brand.

All cemetery equipment is in good working order for winter operations and Ray has been making regular property checks in the evenings.

VI. BILL PAYING

The following electronic funds transfers were made:

n/a

The Following check payments were made:

12/12/2023	3349	Anderson Notarianni McMahon LLC	564.17
12/12/2023	3348	ABC Parts, Inc.	14.38
12/12/2023	3350	Bishop Webworks	191.25
12/12/2023	3351	CenturyLink	277.11
12/12/2023	3353	Eagle Locates Inc	350.00
12/12/2023	3354	ERWSD	225.94
12/12/2023	3355	Eagle Valley Surveying, Inc.	180.00
12/12/2023	3356	Firkins210.00	
12/12/2023	3357	First Bank	983.52
12/12/2023	3358	The Home Depot	310.66
12/12/2023	3359	Marchetti & Weaver	750.60
12/12/2023	3360	Mike Layman Locksmith	135.00
12/12/2023	3361	Peggy Peters	882.00
12/12/2023	3362	Robinson Plumbing & Heating	192.60
12/12/2023	3364	Rocky Mountain Custom Landscapes	3,439.94
12/12/2023	3365	Sforzo Enterprises, Inc.	4,580.00
12/12/2023	3366	Sidney Harrington	4,050.00
12/12/2023	3352	Vail Daily Column Software	18.32
12/12/2023	3367	Vail Honeywagon	149.10
12/12/2023	3368	Vail Valley Pest Control	1,600.00
12/12/2023	3369	Xcel Energy	1,349.88
12/12/2023	3370	Zehren and Associates, Inc.	2,208.36

VII. FUTURE AGENDA ITEMS

Old Edwards Cemetery, Shed building project

VIII. ADJOURNMENT

At 6 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 January 9<sup>th</sup> at 4 pm.**

Respectfully Submitted:  
Sidney Harrington  
Administrator

ATTEST:

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Art Chavez  
Minturn Cemetery District  
Vice President