

MINTURN CEMETERY DISTRICT
REGULAR MEETING AGENDA

August 10, 2026

4:00 p.m.

Minturn Cemetery Mausoleum
806 Cemetery Rd., Minturn, CO

- I. Call to Order (4:00pm)**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Meeting Minutes from July 13, 2026**
- V. DISCUSSION (4:05pm)**

Executive Session with attorney, Matt Mire, pursuant to:

- 1. C.R.S. §24-6-402(4)(a) - to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property; and C.R.S. §24-6-402(4)(e) - to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators on topic of a potential real property acquisition, and a certain access easement for the Old Edwards Cemetery; and
- 2. C.R.S. §24-6-402(4)(b) - to hold a conference with the Town Attorney, to receive legal advice on specific legal questions.

25 min.

- A. **Old Edwards Cemetery (4:30)** - Sidney
Memorandum to the BOCC

10 min

- B. **Property Manager Report (4:40)** – Ray
Old Edwards Cemetery update
Minturn property report

10 min.

- VI. Check and Document Signing (4:50)**

5 min

- VII. OTHER BOARD BUSINESS**
TBD

- VIII. Adjournment (4:55)**

The next Minturn Cemetery District regular board meeting is TO BE DETERMINED.

MINTURN CEMETERY DISTRICT
REGULAR MEETING MINUTES
Minturn Cemetery Mausoleum Chapel

July 13, 2026

4:00 pm

Members Present:

Art Chavez

Travis Coggin

Members Absent:

John Sheehan

Staff:

Ray Sforzo

Sidney Harrington

Matt Mire

I. CALL TO ORDER

Art called the regular meeting to order at 4:06 p.m.

II. ROLL CALL

Art, Travis, Ray and Sidney were present.

III. PUBLIC COMMENTS

N/A

IV. APPROVAL OF MEETING MINUTES

Travis motioned to approve the meeting minutes from the June 15, 2026 regular meeting, Art seconded, and all were in favor.

V. DISCUSSION

Executive Session pursuant to:

C.R.S. § 24-6-402(4)(a) to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property: and. § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations and instruct negotiators on the topic of the Old Edwards Cemetery.

C.R.S. §24-6-402(4)(b) - to hold a conference with the district's attorney, to receive legal advice on specific legal questions – Matt Mire

Travis motioned to go into executive session siting the Colorado statute as stated at 4:08 pm, Art seconded and all were in favor. The recording was stopped while the executive session took place.

Travis motioned to adjourn the executive session at 4:31 pm, Art seconded and all were in favor.

A. Old Edwards Cemetery:

Discussion ensued regarding the Old Edwards Cemetery and the blanket easement that is in place at the property. Matt has yet to hear back from the school district regarding a formal easement agreement but advised the group that we have a blanket easement and we can carry on with property access as needed.

Ray shared that he met with Joe Reen regarding the historic property remnants (rusted old farming equipment, etc.) and offered to mitigate the trash and Joe declined. Ray brought him to Minturn to tour the cemetery property to see what we do. He visited River View and came to the realization that this is a legitimate effort to make a nice cemetery property.

Sidney shared the price quote for the GPR survey for Green and the amount is \$5600. Art motioned to move forward with the estimate price and engage with Ramaker and Associates for GPR survey services to be performed in the fall (September or October).

B. Property Manager Report:

Ray recommends that we remove the barbed wire fence from OEC asap for safety and appearance purposes. Barbs are a hazard for the public to circumvent and an entry gate / fence is a way to state that the property isn't abandoned. Ray has found a nice historic looking gate to install that will provide an entry gate and a man gate. This can serve as a temporary front door and will look much better than what is existing. A temporary fence will be put in place but the gate can be permanent at a later date or remain in place as we put plans in place for the future. The cost is \$5,000 plus installation. Art motioned to purchase, Travis seconded and all were in favor.

VI. BILL PAYING

The following electronic funds transfers were made:

Autopay	7/1/2026	eft	Vail Honeywagon	147.06
Autopay	7/6/2026	eft	Xcel Energy	543.29
Autopay	7/13/2026	eft	Centurylink	269.30

The Following check payments were made:

7/13/2009	3904	American Construction Trades	3,481.00
-----------	------	------------------------------	----------

7/13/2009	3915	Defina Construction, Inc.	5,250.00
7/13/2009	3908	Fitz Landscaping	10,523.50
7/13/2009	3911	Hoffmann, Parker, Wilson & Carberry, P.C.	621.00
7/13/2009	3912	The Home Depot	2,393.01
7/13/2009	3901	Marchetti & Weaver, LLC	622.35
7/13/2009	3914	Peggy Peters	1,430.00
7/13/2009	3916	PNC Bank	141.27
7/13/2009	3917	Plumbing Systems Inc.	11,600.00
7/13/2009	3903	Rocky Mountain Custom Landscapes	2,601.30
7/13/2009	3909	Ray Sforzo	327.51
7/13/2009	3905	Sforzo, Enterprises Inc.	8,580.28
7/13/2009	3906	Sidney Harrington	6,399.00
7/13/2009	3907	Superior alarm & Electronics	452.50
7/13/2009	3910	Town of Minturn	3,161.86
7/13/2009	3913	Vail Valley Landscape Supply	2,877.00

VII. OTHER BOARD BUSINESS

Sidney has been working through the PNC Bank transition from FirstBank and was informed that only one signature is needed for check-signing. Sidney will continue to have checks available for board review but will distribute a list moving forward and only one board member is needed to sign any check.

VIII. ADJOURNMENT

At 4:47 p.m. Travis motioned to adjourn the regular board meeting, Art seconded and all were in favor.

The next regular board meeting date and time will be August 10, 2026 at 4 pm.

Respectfully Submitted:
Sidney Harrington
Administrator

ATTEST:

Travis Coggin
Minturn Cemetery District
Secretary / Treasurer

MINTURN CEMETERY DISTRICT
BALANCE SHEET/STATEMENT OF NET POSITION
For the periods indicated

Printed:

Printed:

	12/31/2025	7/31/2026
	Total	GENERAL FUND
<u>ASSETS</u>		
Cash in Checking - FirstBank	25,922	120,819
Cash in Savings - ColoTrust	0	0
Cash in Savings - CSAFE	5,757,622	6,298,354
Property Taxes Receivable	840,373	20,574
Accounts Receivable	200	0
Prepaid Expense	12,778	0
Deposit- concrete work		
Property and Equipment	4,119,681	4,119,681
Accumulated Depreciation	(2,641,398)	(2,641,398)
TOTAL ASSETS	<u>8,115,177</u>	<u>7,918,030</u>
<u>LIABILITIES</u>		
Accounts Payable	37,359	3,403
Retainage Payable	-	-
Accrued Interest Payable	-	
Lease Obligations	-	
Bonds Payable	-	
TOTAL LIABILITIES	<u>37,359</u>	<u>3,403</u>
<u>DEFERRED INFLOWS</u>		
Deferred Property Tax Revenue	836,423	20,574
TOTAL DEFERRED INFLOWS	<u>836,423</u>	<u>20,574</u>
<u>NET POSITION</u>		
Investment in Assets Net	1,478,283	1,478,283
Fund Balance	5,763,112	6,415,771
TOTAL NET POSITION	<u>7,241,395</u>	<u>7,894,054</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>8,115,177</u>	<u>7,918,030</u>
	=	=

No assurance is provided on these financial statements and substantially all disclosures required by GAAP have been omitted.

MINTURN CEMETERY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET, ACTUAL AND FORECAST FOR THE PERIODS INDICATED

Printed: 08/05/26

MODIFIED
ACCRUAL
BASIS

	Cal Year 12/31/2025 Audited Actuals	Cal Year 2026 Adopted Budget	Cal Year 2026 Forecast	7 Months Ended 07/31/26 Actuals	7 Months Ended 07/31/26 Budget	Variance Favorable (Unfavor.)	2027 Preliminary Budget
REVENUES							
Minturn Cemetery Net AV -	1,773,526,000	1,858,718,440					1,891,314,217
Change	-0.31%	4.80%					1.75%
Mill levy Rate	0.450	0.450	0.450				0.450
Temporary mill levy credit		0.000	0.000				0.000
Net mill levy		0.450	0.450				0.450
Property Taxes-Operating .45 Mills	798,773	836,423	836,423	815,820	815,513	307	851,091
Property Taxes-Backfill	-	-	-	-	-	-	-
Specific Ownership Taxes	42,652	37,789	37,789	18,670	18,894	(224)	42,555
Burial Plot Revenue	17,100	12,000	12,000	300	2,550	(2,250)	12,000
Masoleum Revenue	18,502	9,600	24,418	23,195	5,600	17,595	20,000
Other Income - TOM Reimb	6,389	6,100	6,075	14,775	6,100	8,675	6,100
Interest Income	241,649	203,597	203,597	126,783	118,765	8,018	191,225
TOTAL REVENUES	1,125,065	1,105,509	1,120,302	999,543	967,422	32,121	1,122,971
OPERATING EXPENDITURES							
Cemetery Administrator	53,580	56,792	76,792	44,793	33,128	(11,665)	80,632
Accounting	19,732	17,761	17,761	12,843	10,000	(2,843)	18,471
Audit	6,000	6,300	6,300	6,300	6,300	-	6,552
Insurance	9,977	20,000	12,778	12,778	15,000	2,222	15,000
Legal	19,256	40,000	40,000	19,487	19,332	(155)	40,000
Office Overhead & Expense	12,722	11,500	11,500	1,429	3,850	2,420	11,500
Office - Database Software/Website	3,054	11,500	11,500	3,176	4,100	925	11,500
Operations - Direct Expense	8,911	19,000	19,000	8,240	8,584	343	19,000
Ops - Contract Labor - Property Mgmt	39,054	45,004	45,004	26,259	26,253	(7)	46,804
Ops - Contract Labor - Burials	13,988	12,000	12,000	3,025	4,000	975	12,600
Ops - General Labor	-	-	-	-	-	-	1,050
Ops - Grave Site Services	3,935	11,500	11,500	-	2,500	2,500	11,500
Ops - Snowplow Services	11,990	28,366	28,366	13,403	13,400	(3)	29,784
Ops - Landscape Maintenance	61,921	100,000	100,000	37,278	37,483	206	100,000
Operations - Weed & Feed	16,552	13,487	13,487	7,184	7,496	312	13,487
Operations - Pest Control	2,400	4,160	4,160	1,500	2,000	500	4,160
Operations - Water & Septic Maintenance	10,067	11,908	11,908	14,912	11,908	(3,004)	12,503
Operations - Equip Repair & Maint	5,610	7,200	7,200	402	1,450	1,048	7,200
Operations - Bldg Repair & Maint	-	7,200	7,200	-	-	-	7,200
Operations - Roadway Maintenance	-	7,200	7,200	-	-	-	7,200
Operations - Utilities	30,432	48,045	48,045	15,882	18,000	2,118	48,045
Security Monitoring	507	5,242	5,242	1,437	3,058	1,621	5,242
Eagle County Treasurer's Fees	23,999	25,093	25,093	24,490	24,465	(25)	25,533
Contingency	-	20,000	20,000	-	-	-	20,000
TOTAL OPERATING EXPENDITURES	353,687	529,257	542,035	254,818	252,307	(2,511)	554,963
CAPITAL EXPENDITURES							
Road Improvements	-	-	4,881	4,881	-	(4,881)	-
Retaining Wall - Niches	32,028	-	-	-	-	-	-
Landscape	8,750	25,000	25,000	8,178	8,200	22	25,000
Monument Improvements- ground radar	-	10,000	10,000	-	-	-	10,000
Lighting/Security	-	10,000	10,000	4,566	4,500	(66)	10,000
Maintenance Building	342,053	-	613	613	-	(613)	1,000
Utilities Extension	-	100,000	100,000	-	-	-	100,000
Mechanical Gate & Security	-	-	-	-	-	-	-
Old Edwards Cemetery	50,405	200,000	200,000	71,524	72,000	476	200,000
Mausoleum	810	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Master Planning	-	50,000	50,000	-	-	-	50,000
Restroom	-	-	2,305	2,305	-	(2,305)	-
Misc & Other Contingency	-	475,000	475,000	-	-	-	475,000
TOTAL CAPITAL EXPENDITURES	434,046	870,000	877,799	92,067	84,700	(7,367)	871,000
TOTAL OPERATING & CAPITAL EXPENDITURES	787,733	1,399,257	1,419,834	346,884	337,007	(9,878)	1,425,963
REVENUE OVER (UNDER) EXPEND.	337,332	(293,747)	(299,532)	652,659	630,415	(22,243)	(302,992)
FUND BALANCE - BEGINNING	5,425,780	5,817,057	5,763,112	5,763,112	5,817,057	(53,945)	5,463,580
FUND BALANCE - ENDING	5,763,112	5,523,310	5,463,580	6,415,771	6,447,472	(31,702)	5,160,588

No assurance is provided on these financial statements and substantially all disclosures required by GAAP have been omitted.

Memorandum

To: Board of Commissioners

From: Minturn Cemetery District Board of Directors

Date: August 6, 2026

Subject: Update on Old Edwards Cemetery

This memorandum provides a timeline update for the historic Old Edwards Cemetery.

May 2025 The final judgement for quiet title was finalized and filed with the court. The Minturn Cemetery District became the owner of the one-acre parcel containing the historic cemetery.

June 2025 The petition to the board of county commissioners for addition of property to the Minturn Cemetery District was approved unanimously and became a legal parcel within the district boundaries.

July 2025 Cleanup and property preparations including sage brush removal and ground leveling commenced for the purpose of a ground penetrating radar survey to locate all burials on the site.

November 2025 The completion of the GPR survey report identified the location of 292 ground burials with many of those being unknown and unmarked by a headstone. Known cemetery records for the property provide only 148 names of people buried at the property (according to JoAnn Potter Riggles USGenWeb Project contributed in 1999).

December 2025 In preparation for the winter months, grass seed was placed on the parcel. Board and staff continue planning for landscaping enhancements and master plans for the property use. Communication with the neighbors, Eagle County School District, is ongoing to establish a formal easement.

May 2026 Minturn Cemetery District staff receive information about neighbor safety concerns and the Eagle County Charter Academy along Charter School Road. The school is looking to improve safety routes for students and create an emergency egress.

June 2026 The Minturn Cemetery District purchased the adjacent 0.160-acre property known as the Green Cemetery. Plans to conduct a GPR survey and incorporate the parcel into the master cemetery plan are forthcoming.

August 2026 Our current maintenance and improvement plans continue to take shape. Landscaping and utility improvements are next on the list. Our long-term goal is not only for general site beautification, preservation and sustainability but also for a strong consideration for future community use.