

**CORAL GABLES PINWOOD CEMETERY ADVISORY BOARD MEETING**  
**Meeting Minutes of November 6, 2023, 3:30 p.m.**  
**City Commission Chambers**  
**405 Biltmore Way, 2<sup>nd</sup> Floor, Coral Gables, Florida 33134**

MEMBERS	J 23	F 23	M 23	A 23	M 23	J 23	J 23	A 23	S 23	O 23	N 23	APPOINTED BY
Jorge Arguelles	-	P	-	-	E	-	-	P			P	Mayor Vince Lago
Lorrie Martin	-	*	-	-	*	-	-	P	-	-	P	Commissioner Ariel Fernandez
Denise West	-	P	-	-	P	-	-	P	-	-	P	Vice Mayor Rhonda Anderson
John Swain	-	*	-	-	*	-	-	P	-	-	P	Commissioner Melissa Castro
Maurice Habif	-	P	-	-	P	-	-	E	-	-	#	Commissioner Kirk R. Menendez
Richard Bennett	-	P	-	-	P	-	-	P	-	-	P	City Manager Peter Iglesias
P. Tristan Bourgoignie	-	*	-	-	P	-	-	P	-	-	E	Board-as-a-Whole

LEGEND: A = Absent; P = Present; E = Excused; \* = New Member; ^ = Resigned Member.  
 - = No Meeting; # = Late meeting arrival.

STAFF: Anna Pernas, Historic Resources and Cultural Arts Director

RECORDING SECRETARY/PREPARATION OF MINUTES: Yvelisse Bonilla, Administrative Assistant

**CALL TO ORDER:**

The meeting was called to order at 3:37 P.M.

**ROLL CALL:**

**A motion was made by Ms. Martin, seconded by Ms. West, to excuse the absence of Mr. Bourgoignie from this meeting.**

**The motion passed (Ayes: 6; Nays: 0.)**

**APPROVAL OF THE MINUTES:**

1. Pinewood Cemetery Advisory Board Meeting Minutes of May 1, 2023

**A motion was made by Ms. West, seconded by Mr. Arguelles, to approve the May 1, 2023, meeting minutes.**

**The motion passed (Ayes: 6; Nays: 0.)**

2. Pinewood Cemetery Advisory Board Meeting Minutes of August 7, 2023

**A motion was made by Ms. West, seconded by Mr. Arguelles, to approve the August 7, 2023, meeting minutes.**

**The motion passed (Ayes: 6; Nays: 0.)**

**NEW BUSINESS:**

1. Pinewood Cemetery Cleanup Event

The event is scheduled for January 19, 2024 beginning at 10:00A. Staff is working with Keep Coral Gables Beautiful and the Marketing Manager to organize future cleanup dates.

- a. Mr. Swain suggests work in January on the following: main circle, John Pent Site, Author Lang Site, Charles & Agnes Crockett, Lilian Freeman.
- b. Focus on the North half of the cemetery.

The Board discussed inviting Public Works Greenspace staff to a future meeting. The Board wants more information on the maintenance plan of the cemetery. They look forward to having Ms. Bell-Llewellyn give an update.

**A motion was made by Mr. Swain, seconded by Ms. Martin, to have a pre-meeting before the January 19, 2023, clean-up and request that a representative of Greenspace Management staff can attend.**

**The motion passed (Ayes: 6; Nays: 0.)**

Stone Cleaning – Ms. Martin has been researching options for properly cleaning headstones. Suggests showing volunteers at the January 2024 clean-up how to clean the stones. Staff expressed concerns having members of the public cleaning the stone without supervision. This project to be postponed to a later date when funds are available for proper training and materials.

2. 2022-2023 Pinewood Cemetery Advisory Board Annual Report

**A motion was made by Ms. West, seconded by Mr. Habif, to approve the 2022-2023 Pinewood Advisory Board Annual Report.**

**The motion passed (Ayes: 6; Nays: 0.)**

**OLD BUSINESS:**

1. Mr. Bennett requested Solanch Lopez to share a traffic report completed by her area. He has not heard anything from her department. Want to know what the traffic department is doing in this area.
2. Easement – Ms. West advised that at the back of the cemetery one of the neighbors pouring a concrete patio that impacts the easement. Will follow-up with Mr. Bourgoignie on this.
3. Mr. Swain provided an outline for a strategic plan. This will be circulated by staff to the Board members for their review and comment.
4. *Public Comment: Jim Berlin, Resident on Tibidau Street*

**DISCUSSION ITEMS: None**

**ITEMS FROM THE SECRETARY:**

1. Update on Pinewood Cemetery survey.

Restoration of Site Planning – Ms. Kautz is meeting with the last survey company next week to obtain quotes. There is funding to get this process started. The approximate rough cost is \$20,000. The survey will be of the entire cemetery, including plants.

2. Update on the motion to coordinate with the Communications Office to create presentation/content about the cemetery for City's upcoming Centennial.

Staff provided an update on the efforts of creating promotional material for the cemetery. The Communication Department will be working on creating two, short videos to share on social media and the website. These can be circulated for future events.

The Board wanted more information on creating a slide deck that could be presented by Board members at non-city events to educate outside groups on the cemetery and its history. Staff will confirm with City Attorney on the proper procedures.

In discussing the strategic plan, all agree that they would like to promote activating the cemetery with future events. Bringing back Pioneer Day for the Centennial was a goal agreed upon by the Board.

**A motion was made by Ms. Martin, seconded by Mr. Bennett, to plan to participate in the city's centennial with a pioneer day if the site is ready for public participation.**

**The motion passed (Ayes: 6; Nays: 0.)**

**CITY COMMISSION ITEMS: None**

**ADJOURNMENT:**

**A motion was made by Mr. Bennett and seconded by Mr. Swain to adjourn the meeting.**

There being no further business the meeting was adjourned at 4:58 pm.

Respectfully submitted,

  
Anna C. Pernas  
Historic Preservation Officer