

City of Coral Gables

405 Biltmore Way
Coral Gables, FL 33134
www.coralgables.com



Meeting Minutes

Monday, April 7, 2025

3:30 PM

Sister Cities Conference Room - Coral Gables Museum

Pinewood Cemetery Advisory Board

Chairperson Richard Bennett
Vice Chairperson Denise D. West
Board Member Jorge A. Arguelles
Board Member P. Tristan Bourgoignie
Board Member Maurice L. Habif
Board Member Lorrie Martin
Board Member John Swain

The Pinewood Cemetery Advisory Board will be holding its Regular Meeting on Monday, April 7, 2025, at 3:30 am EST.

Members of the public may join the meeting via Zoom at <https://us06web.zoom.us/j/84407410572>.

In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to and participate in the meeting.

Meeting ID: 844 0741 0572

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Find your local number: <https://us06web.zoom.us/j/koHpBvqy7>

305-461-6769 (Coral Gables local number)

To speak to the Pinewood Cemetery Advisory Board on an Agenda Item, please "Raise your Hand" or send a message to one of the meeting hosts using the Zoom Platform.

If you joined the meeting via telephone, you can "Raise your hand" by pressing *9.

The public may also comment on an item on the agenda using the City's already-established e-comment function which may be found on the City's website at: (www.coralgables.com/commissionmeetings) once the meeting's agenda is published or by sending an email to cityclerk@coralgables.com prior to the start of the meeting.

I. CALL TO ORDER

This meeting was Called to order at 3:33 PM.

II. ROLL CALL

Present: 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habib and Board Member Martin

Absent: 1 - Board Member Arguelles

III. APPROVAL OF THE MINUTES

1. **25-8829** Pinewood Cemetery Advisory Board Minutes for December 9, 2024

2. [25-8830](#) Pinewood Cemetery Advisory Board Minutes for January 13, 2025

A motion was made by Board member Swain, seconded by Board member West, to approve the minutes for the January 13, 2025, Pinewood Cemetery Advisory Board meeting. This motion passed by the following vote:

Yeas: 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habib and Board Member Martin

Absent: 1 - Board Member Arguelles

IV. NEW BUSINESS

1. **25-8831** Discussion Regarding Invasive Tree Removal

2.

A motion was made by Board member West, seconded by Board member Habib, to recommend to the City Commission that they support the capital improvements projects for the invasive tree removal and support the budget proposal at the June 10, 2025, City Commission meeting for the Pinewood Cemetery invasive tree proposal. This motion passed unanimously.

A motion was made by Board member West, seconded by Board member Martin, to have Board member John Swain represent the Pinewood Cemetery Advisory board to present a plan that the board has for the cemetery and request they fund the invasive tree removal in the budget at the City Commission meeting on June 10, 2025. This motion passed unanimously.

Yeas: 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habib and Board Member Martin

Absent: 1 - Board Member Arguelles

V. OLD BUSINESS

Invasive Removals - Staff explained there is a RFQ out with criteria to vendors requesting prices. The vendors respond by completing the form with their details. Public Works will be using this information in order to put in a request for the budget. Using these RFQs, Public Works put in a request for \$200,000. To move forward, this will be included as a budget request to Budgeting. Several internal meetings will occur to discuss this, capital improvements internal meeting with the City Manager and Budget office. These requests go to City Commission and then they issue a budget.

The bids received were provided to the board by Staff.

VI. CITY COMMISSION ITEMS

VII. DISCUSSION ITEMS

1. **Cemetery Restoration** - Chair Bennett asked where does the board fit in to advising on how they would like the cemetery cleaned up?"
2. **Plot Map** - Board members want to move forward with matching the survey with the plot map. FIU students completed this exercise. Staff is having trouble reaching the FIU professor for the information. .
3. **Cemetery Maintenance** - Staff explained the workers seen working at the cemetery are there for maintenance only.
4. **Strategic Plan** - Board member Swain discussed how there many more tasks that need to be performed. He also spoke about developing a comprehensive master plan.

VIII. ITEMS FROM THE SECRETARY

IX. ADJOURNMENT

This meeting was adjourned at 4:48PM.

NOTE