



**PINEWOOD CEMETERY ADVISORY BOARD MEETING**  
 Minutes of November 16, 2015 Meeting, 4:00 p.m.  
 Historical Resources & Cultural Arts Department  
 2327 Salzedo Street, Second Floor, Coral Gables, Florida 33134

*Historical Resources & Cultural Arts*

**MEMBERS**      D   J   F   M   A   M   J   J   A   S   O   N   **APPOINTED BY:**  
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<p>—————&gt;</p> <p>2327 SALZEDO STREET CORAL GABLES FLORIDA 33134</p> <p>☎ 305.460.5093 ✉ hist@coralgables.com</p>	<p>Patricia Clarke</p> <p>Alvaro Smith*</p> <p>Jaye Turnbull</p> <p>Janet M. Nostro</p> <p>David Mitchell*</p> <p>Jeanne Batridge*</p> <p>Joan Thompson</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>P</p> <p>-</p> <p>P</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>E</p> <p></p> <p>E</p> <p>P</p> <p></p> <p></p> <p>P</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>	<p>P</p> <p>-</p> <p>P</p> <p>A</p> <p>P</p> <p>P</p> <p>A</p>	<p>Mayor Jim Cason</p> <p>Vice-Mayor Frank Quesada</p> <p>Comm. Pat Keon</p> <p>Comm. Vince Lago</p> <p>Comm. Jeannett Slesnick</p> <p>City Manager</p> <p>Board-as-a Whole</p>
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**STAFF IN ATTENDANCE:**

Dona M. Spain, Historic Preservation Officer  
 Kara N. Kautz, Assistant Historic Preservation Officer  
 ElizaBeth Guin, Historic Preservationist

A = Absent; P = Present; E = Excused  
 + = No Meeting; \* = New Appointment  
 = Resigned Member

**GUESTS:** Daniel Beltran, Miami Dade College student; Sergio Beltran, Southwest Miami Senior High School student.

**RECORDING SECRETARY/PREPARATION OF MINUTES:** Nancy C. Morgan, Coral Gables Services, Inc.

The meeting was called to order by Chair Clarke at 4:05. Ms. Clarke announced her resignation from Board service as she is moving outside the City. This meeting is her final meeting.

For the benefit of two new Board members, Ms. Clarke reviewed the focus of the Board and recent years' activities.

**MINUTES OF THE FEBRUARY 9, 2015 MEETING:**

A motion was made and unanimously passed to approve minutes of the February 9, 2015 meeting as written.

**OLD BUSINESS:**

**Grave and Tree Markers:**

Ms. Spain reported that there had not been a request received since the last Board meeting for grave marker repairs or replacement. During discussion, it was noted that current available Board funds total \$5,267.

Ms. Guin advised that a woman (phonetic: Jackie Biscotti), who previously donated a memorial tree to the cemetery and often visits the property, called today to inquire if her colleague could also donate a tree.

For the benefit of new Board members, Ms. Spain relayed the long-held preference to install memorial benches rather than additional trees within the grounds. Stating there were no guidelines specifying who could request memorial trees or benches, she said the City's Public Service Director advised not to plant more trees unless they were native species rather than flowering trees. Ms. Kautz added that the tree program was suspended to focus on benches, but added that the Board could reinstate the tree program if they so decided. During discussion, Ms. Turnbull recommended developing an overall plan for the cemetery, including trees and benches. She said a map of the cemetery as it is could be a starting point for Board determination of the appearance and functionality that would both preserve the history and facilitate public use.

Ms. Kautz said that staff was reviewing the budget, which includes a full survey of everything within the cemetery, including roadways in the property. An estimate of costs from Public Works is pending.

Regarding tree markers, Ms. Spain said new markers were ready to install; however, all trees were not identified for labeling. Ms. Clarke suggested engaging the help of two highly reputable local horticulturists, Larry Schokman and Steve Pearson. It was agreed that either of these two experts could also be a reliable source for surveyor recommendations. Ms. Kautz will follow up with Public Works on the survey cost estimate, and contact Mr. Schokman and/or Mr. Pearson.

A motion was made and unanimously approved to use Board funds to preserve and improve tree signage, identify existing trees and conduct a full survey of the cemetery to facilitate development of a master cemetery plan.

Regarding Ms. Biscotti's call today about planting an additional tree, staff will let her know plans for the survey and commit to following up with her as that progresses. Ms. Guin will also ask if Ms. Biscotti has a date certain in mind for the tree planting. Board members concurred that if a time constraint exists, the tree may be planted.

PIONEER DAY 2016:

Regarding date selection for the 2016 Pioneer Day, Ms. Kautz advised that Dade Heritage Trust dates were not yet known. In view of this, it was decided that the Board will meet in January to set the date. Taking into account that Pioneer Day is customarily held in March, it was reported that the Villager Garden Tour is scheduled for March 5th and Easter occurs in 2016 on March 27<sup>th</sup>. Given those two March Saturdays, a tentative date for Pioneer Day was set for Saturday, March 12<sup>th</sup>.

2016 BOARD MEETING DATES (all held Mondays at 3:30 p.m. unless otherwise noticed):

2016: January 25; April 18; July 18; October 17.

INTRODUCTION OF NEW MEMBERS:

In response to Ms. Clarke's invitation, Ms. Batridge and Mr. Mitchell described their backgrounds.

GUEST QUESTIONS:

Mr. Beltran, a Miami Dade College student working on a research project, engaged in a brief discussion with staff and board members pertaining to municipal board membership guidelines and board funding.

NEXT MEETING: Monday, January 25, 2016, 3:30 p.m.; Historical Resources Department Conference Room.

There being no further business to come before the Board, the meeting adjourned at 5:00 p.m.

Respectfully submitted,



Dona M. Spain  
Historic Preservation Officer and Secretary to the Board