

CORAL GABLES PINWOOD CEMETERY ADVISORY BOARD MEETING
Meeting Minutes of May 1, 2023, 3:30 p.m.
City Commission Chambers
405 Biltmore Way, 2nd Floor, Coral Gables, Florida 33134

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

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

STAFF: Kara Kautz, Acting Historic Preservation Officer; Solanch Lopez, Marketing Manager; Nicole Gautney, Sustainability Coordinator

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

CALL TO ORDER:

The meeting began at 3:32 pm.

The board members introduced themselves. Mr. Bennett volunteered to be the acting chair.

ROLL CALL:

Five members were present making a quorum.

APPROVAL OF THE MINUTES

A request was made to include staff's Pinewood Cemetery February 2, 2023 Walk Through summary. Mr. Bennet read the summary into the record and a brief discussion was had. Ms. West suggested during the survey we need to address the potential easement in the back, East side Parallel to wall (County property).

A motion was made to approve the minutes of the February 6, 2023 meeting, as amended. The motion was unanimously approved.

OLD BUSINESS:

1. On March 17 at 10:00 AM board members participated in a walk-through of the Cemetery along with guest Lorrie Martin and Deena Bell-Llewellyn, Assistant Public Works Director (Greenspace Management). Ms. Llewellyn presented a procedure to follow to prioritize efforts for restoration of site planning. The estimate for this work is \$20,000
 - a. Phase 1: Obtain an updated survey and a tree survey.
 - b. Phase 2: Tree removal plan for invasive and exotic (need to bid out, city staff cannot perform this work).

NEW BUSINESS:

1. Pinewood Cemetery Cleanup Event Proposal:
 Solanch Lopez – Marketing Manager, Economic Development Department and Co-Executive Director for Keep Coral Gables Beautiful program; Nicole Gautney, Sustainability Coordinator for Parking and Keep Coral Gables Beautiful program. Keep Coral Gables Beautiful is an affiliate of Keep America Beautiful. Their main mission is to promote environmental sustainability and educate the community to take action every day to reduce litter from open spaces and waterways,

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improve recycling efforts and keep our city beautiful. In 3 years, they have hosted 93 events, 16,000 participants, and 605,000 pounds of litter or trash diverted from landfill and streets.

- a. Scheduled to assist in the Pinewood Cleanup day taking place on Friday, August 4th from 10:00 AM to 12:00 PM. They will be with Greenspace Management division staff members. They will take care of the registration link, the flyer, promotion and supplies such as specific bags for invasive plants, mini shovels, pickers, garbage bags, water dispensers, and safety vests all while educating the attendees. Will also supply heavy-duty mosquito spray.
- b. Promotion of event through e-news, social media and mailing lists.
- c. Ms. West would like this event to occur 3 times per year.

A motion was made by Ms. West and seconded by Mr. Bennett to work with Keep Coral Gables Beautiful Staff on the Pinewood Cemetery Cleanup Event scheduled for August 4, 2023 and future events. The motion was unanimously approved.

2. Landmark Advisory Board Member Introduction: Ms. Jane Maranos
Ms. Maranos made a brief introduction and expressed her support of Board. She responded to Mr. Bennet's inquiry that the Landmarks Advisory Board does not have a budget and needs to request funds through commission. The Landmarks Advisory Board meets every other month.
3. Speaker:
Lydia Cuni is a Biologist who visited Pinewood Cemetery in early March and documented all plant species. She completed a survey. Ms. West has been working with Ms. Cuni and confirmed that she has been extremely helpful and a good resource. She will help identify the invasive trees and plants and will be attendance for the cleanup. Ms. Cuni wants to be a resource for the Board.
4. Survey Update:
Ms. Kautz - Ms. West suggests performing a comprehensive survey. Without survey points already in the cemetery, there are no corner markers for the plots. Survey companies have been contacted but are having difficulty on how to accomplish the goal. Ms Kautz suggests a survey be done of whole site, then go in and overlay the plots with CAD. The drawn map we have is not complete, lots of incomplete dimensions.
5. Status of repair of grave markers and future of the Cemetery:
This board and past boards proposed installing new grave markers for people that didn't have them or people who have a story. There is currently plenty of opportunity for restoration. Ms. Kautz will reach out to state group of preservation officers for advice from similar projects.

Board Member David Mitchell was asked to give a presentation on Pinewood Cemetery to a group of the Miami Chapter of Sons of Confederate Veterans, Private Perry and Private Platt. They wanted to be involved in restoration of Union veterans' stones. They have an organization that funds these types of projects. Need to have a plan because undertaking this type of Cemetery restoration project could be very costly. May be able to fund restoration of the stones through these types of groups and taking advantage of other grant opportunities (i.e. Villagers).

A suggestion was made to create promotional materials, including artistic renderings and images to promote the project and approach outside groups for funding.

An option to create a "Friends of Pinewood Cemetery" Group was discussed, like a 501 (c) 3 for tax-deductible donation. Looking into other funding opportunities for those that would like to donate and how to recognize donors. A support group like this would be outside of the City process and has been discussed in the past. This was also mentioned at one point for the Merrick House. A group like this would help fund future maintenance. Ms. Kautz will provide additional information at a future meeting.

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A motion was made by Ms. West and seconded by Mr. Habib to excuse Mr. Arguelles from this meeting. The motion was unanimously approved.

6. Memorial Trees:

Ms. Kautz received updated prices for memorial trees. Deena Bell Llewelyn advised that the average price for 10 – 12-foot trees is about \$300. Staff recommends that we should pause any tree planting until the survey is completed.

7. Board Priorities and Ideas:

- a. Making the space walkable and accessible
- b. Finding a location for visitors to park
- c. Interim measures for tree trimming to allow for more light
- d. Prepare a Strategic Plan for long term
 - i. Restoration of the natural habitat
 - ii. Restoration of cemetery sites
- e. Maybe find a way to introduce QR codes
- f. Develop community partnerships to promote restoration. Maintain and expand a contact list of community groups and engage them with future events and special projects.

The Board discussed making a priority list. Staff suggests engaging the Communications Department to assist in making promotional material and content for the public and social media.

DISCUSSION ITEMS: None

CITY COMMISSION ITEMS: None

ITEMS FROM THE SECRETARY: None.

ADJOURNMENT:

A motion was made by Mr. Bennett and seconded by Ms. West to adjourn the meeting. The motion was unanimously approved.

There being no further business the meeting was adjourned at 4:38 pm.

Respectfully submitted,



Anna C. Pernas
Historic Preservation Officer