

**CORAL GABLES PINWOOD CEMETERY ADVISORY BOARD MEETING**  
**Meeting Minutes of April 1, 2024, 3:30 p.m.**  
**City Commission Chambers**  
**405 Biltmore Way, 2<sup>nd</sup> Floor, Coral Gables, Florida 33134**

| MEMBERS                         | M<br>23 | J<br>23 | J<br>23 | A<br>23 | S<br>23 | O<br>23 | N<br>23 | D<br>23 | J<br>24 | F<br>24 | M<br>24 | A<br>24 | APPOINTED BY                  |
|---------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------------------|
| Jorge Arguelles                 | E       | -       | -       | P       |         |         | P       | -       | E       | -       | -       | P       | Mayor Vince Lago              |
| Lorrie Martin                   | *       | -       | -       | P       | -       | -       | P       | -       | P       | -       | -       | P       | Commissioner Ariel Fernandez  |
| Denise West<br>Vice Chairperson | P       | -       | -       | P       | -       | -       | P       | -       | P       | -       | -       | P       | Vice Mayor Rhonda Anderson    |
| John Swain                      | *       | -       | -       | P       | -       | -       | P       | -       | P       | -       | -       | P       | Commissioner Melissa Castro   |
| Maurice Habif                   | P       | -       | -       | E       | -       | -       | P       | -       | P       | -       | -       | A       | Commissioner Kirk R. Menendez |
| Richard Bennett<br>Chairperson  | P       | -       | -       | P       | -       | -       | P       | -       | P       | -       | -       | -       | City Manager Peter Iglesias   |
| P. Tristan Bourgoignie          | P       | -       | -       | P       | -       | -       | E       | -       | P       | -       | -       | P       | Board-as-a-Whole              |
|                                 |         |         |         |         |         |         |         |         |         |         |         |         |                               |

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

**STAFF:** Kara Kautz, Assistant Historic Preservation Officer

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

**CALL TO ORDER:**

The meeting was called to order at 3:36 P.M.

In attendance were Ms. Martin, Ms. West, Mr. Bourgoignie, Mr. Swain and Mr. Arguelles.

**APPROVAL OF THE MINUTES**

**A motion was made by Mr. Arguelles, seconded by Mr. Swain, to approve the January 8, 2024, meeting minutes.**

**The motion passed (Ayes: 5; Nays: 0.)**

**NEW BUSINESS:**

1. Pinewood Cemetery Clean-Up, April 10, 2024 – This is a teacher planning day for schools. Staff commented on the extreme success of the prior cleans up at the Cemetery.

**OLD BUSINESS:**

1. Grant Application from the State of Florida for Invasives Removal - Staff advised we did not receive this grant. This was the first year this grant was available.
2. Capital Improvement Request – Deanna Bell Llewelyn, Assistant Director for Public Works, has submitted this request to budget. We will know if approved in October.
3. Land Survey – Currently ongoing. The process is a little slow due to the excessive undergrowth.

4. Mr. Swain stated the stakes on the ground do not correspond to the list of graves.
5. Benches – There are 12 in the new section (south side), 9 benches in center, 8 benches in the old section (north side). Mr. Swain suggests moving benches around. Staff advised some of the benches are associated with a tree. Some benches cannot be moved.
6. Grave Sites Identified by Board members – Each board member was asked to identify two gravesites to be candidates for cleaning.
7. Leach Gravesite – Catherine Leach gravestone broken away and missing. How do we restore this?
8. Mr. Swain would like to see if images exist of what the graveyard looked like 100 years ago. Per Staff, we do not have pictures. Board Members would like a new copy of the Pinewood book.
9. Deanna Bell Llewelyn reached out to FIU asking if any students are interested in creating a Master plan for the cemetery and received positive interest. It's possible they may do a class based on Pinewood Cemetery.

**DISCUSSION ITEMS:**

**CITY COMMISSION ITEMS:** None

**ITEMS FROM THE SECRETARY:**

1. Next meeting is scheduled for July 1, 2024. Alternative meeting dates would be June 17<sup>th</sup> or the 24<sup>th</sup>.

**ADJOURNMENT:**

**A motion was made by Mr. Arguelles, seconded by Ms. Martin to adjourn the meeting at 4:51pm. The motion passed unanimously.**

**The motion passed (Ayes: 5; Nays: 0.)**

Respectfully submitted,



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Kara Kautz  
Historic Preservation Officer