

**PINEWOOD CEMETERY ADVISORY BOARD MEETING**  
**Minutes of September 8, 2008**  
**405 Biltmore Way, First Floor Conference Room**  
**Coral Gables, Florida**

| MEMBERS                | O<br>07 | N<br>07 | D<br>07 | J<br>08 | F<br>08 | M<br>08 | A<br>08 | M<br>08 | J<br>08 | J<br>08 | A<br>08 | S<br>08 | COMMISSIONERS                     |
|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------------------------------|
| Patricia "Pat" Clarke* | +       | E       | +       | E       | +       | P       | +       | P       | +       | +       | +       | P       | Mayor Donald D. Slesnick, II      |
| Tim Crowther           | +       | P       | +       | P       | +       | P       | +       | P       | +       | +       | +       | P       | Vice-Mayor William H. Kerdyk, Jr. |
| Sandra Cummings        | +       | P       | +       | P       | +       | P       | +       | E       | +       | +       | +       | P       | Commissioner Maria Anderson       |
| Thomas E. Lodge*       | +       | P       | +       | P       | +       | P       | +       | E       | +       | +       | +       | P       | Comm. Rafael "Ralph" Cabrera, Jr. |
| Father Sean O'Sullivan | +       | A       | +       | P       | +       | P       | +       | E       | +       | +       | +       | E       | Comm. Wayne "Chip" Withers        |
| Kemal Rajib            | +       | P       | +       | P       | +       | P       | +       | P       | +       | +       | +       | P       | City Manager David Brown          |
| Louan Zagarino*        | +       | P       | +       | P       | +       | P       | +       | P       | +       | +       | +       | P       | City Commission                   |

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

**STAFF IN ATTENDANCE:**  
Kara Kautz, Historic Preservation Officer

**PREPARATION OF MINUTES:** Wanda Clark/Nancy C. Morgan, Coral Gables Services, Inc.

**CALL TO ORDER:** Chair Crowther called the meeting to order at 3:55 p.m.

- I. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF MAY 12, 2008:**  
A motion was made to approve the minutes of the regular meeting of May 12, 2008 with a change to reflect that the July 14 meeting was cancelled due to City Hall renovations. The motion was seconded and passed by voice vote.
- II. **EXCUSED ABSENCES:**  
A motion was made to excuse the absence of Father Sean O'Sullivan in accordance with his written request. The motion was seconded and passed by voice vote.
- III. **NEW BUSINESS:**
  - a. **Election of Chairperson.** Chair Tim Crowther requested nominations for Chairperson. Louan Zagarino was nominated by Pat Clarke. After she accepted her nomination, the motion was seconded by Sandra Cummings and passed by voice vote.

- b. **Election of Vice Chair.** Pat Clarke was nominated by Sandra Cummings for Vice Chair. The motion was seconded by Tom Lodge and passed by voice vote.

#### **IV. OLD BUSINESS:**

- a. **Grave markers:** During Board member discussion regarding grave markers, it was suggested that the City provide a coral block marker with an angled front and a post that grounded the marker. Ms. Kautz agreed to explore this option. Ms. Clarke suggested that a directional map be placed at the cemetery entrance to assist in gravesite location. Ms. Zagarino suggested contacting Jim Camara to obtain assistance, stating that the Veteran's Administration will provide a stone for a veteran who has no other gravestone elsewhere. After looking at pictures of the "Baby Pye" gravestone in Ms. Lile's book, it was agreed to use this as a standard: a small semicircular gravestone, cut stone with a small engraving face and secured by a piece of concrete in the ground. Mr. Lodge agreed to take a picture and measure the "Baby Pye" marker, which Ms. Clarke can use to obtain a quote from a marble supplier.
- b. **Tree markers:** Mr. Crowther reported his research that bronze markers or any marker requiring custom work is very expensive. Fairchild Botanic Tropical Garden has a stamping machine that produces a very small, hard-to-read marker with a metal that oxidizes quickly. He noted that tree markers that have best endured the elements in the cemetery are those with laminate coverings secured with stainless steel bolts. Ms. Kautz agreed to obtain information on stakes and plastic laminate replacements, along with the potential of the City sign shop's help with engraving. Mr. Crowther volunteered to secure the top part of the stakes already in place in the cemetery.
- c. **Book by Harriet Liles:** A copy of Harriet Liles' book was circulated. Ms. Liles intends to provide a copy of the book to everyone at the September 9 City Commission meeting when her personal appearance is scheduled. Ms. Kautz spoke with Ms. Rivenbark regarding the Pinewood Board's interest in promoting the book, and Ms. Zagarino discussed the potential use of the Merrick House for signing. Another possibility is the temporary location of the Coral Gables Museum. Board members expressed a desire to participate in and support efforts made by Ms. Rivenbark to promote the book.
- d. **Pioneer Day 2009:** Referring to an email sent to Ms. Kautz, Ms. Clarke reported that to include Pioneer Day as part of 2009 Dade Heritage Days requires a \$75 expense for marketing and publicity. Ms. Kautz will research City membership in Dade Heritage Days and necessary fees. Ms. Clarke suggested that the Board designate a date for Pioneer Day within the Dade Heritage Days time frame. Board discussion ensued regarding available Saturday dates, either March 7 or 14. Board members agreed to email their preferences. During discussion regarding the ceremony, Mr. Crowther agreed to arrange for the presentation of colors. It was suggested that, in addition to providing an opportunity for Ms. Lile to introduce her book, Anne McFadden will be invited to speak of her expertise in South Florida cemeteries.

#### **V. DISCUSSION ITEMS:**

- a. **Staff appreciation:** Mr. Crowther expressed appreciation of the City staff for filling the brochure boxes at the cemetery.
- b. **Mulching:** It was suggested that the cemetery utilize mulch provided by FPL. Mr. Lodge expressed concern that the mulch could contain seeds of undesirable plants, requiring a period of "rest" before being used. Ms. Kautz will ask Public Works about this mulch. Board members discussed possibilities of student volunteers to spread the mulch.

- c. **Flags:** Ms. Zagarino suggested placing American flags at the cemetery, especially before Pioneer Days. Discussion ensued regarding flag suppliers.

**The next meeting will be held Wednesday, November 19, 2008, 4:00 p.m. City Hall Conference Room**

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer, and  
Secretary to the Board