

PINEWOOD CEMETERY ADVISORY BOARD MEETING

Minutes of November 10, 2008

405 Biltmore Way, First Floor Conference Room
Coral Gables, Florida

MEMBERS	D	J	F	M	A	M	J	J	A	S	O	N	COMMISSIONERS
	07	08	08	08	08	08	08	08	08	08	08	08	
Patricia "Pat" Clarke*	+	E	+	P	+	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	+	E	+	+	P	+	P	+	Commissioner Maria Anderson
Thomas E. Lodge*	+	P	+	P	+	E	+	+	P	+	A	Comm. Rafael "Ralph" Cabrera, Jr.	
Father Sean O'Sullivan	+	P	+	P	+	E	+	+	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 Zagarino called the meeting to order at 4:05 p.m.

I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF SEPTEMBER 8, 2008:

A motion was made to approve the minutes of the regular meeting of September 8, 2008. 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 due to jury duty service. The motion was seconded and passed by voice vote.

III. NEW BUSINESS:

- a. **2009 Meeting dates.** It was agreed to continue meeting at 4:00 p.m. on the second Monday of every other month. Specific dates established were January 12, February 9, April 13, June 08, September 14 and November 9, 2009. The February meeting will take the place of the March meeting to prepare for Pioneer Day. There will be a short recess during summer months. Discussion ensued regarding Board tenure and re-appointments.
- b. **Reports.** Ms. Zagarino reported that she requested police presence at the Cemetery during Halloween. It was suggested a routine request for this service be made each September. Chair Zagarino reported that an application was made to The Villagers for a \$5000 donation for tombstone repair.

IV. OLD BUSINESS:

- a. **Tree markers.** Ms. Zagarino commended Mr. Crowther on the repair to the markers. Mr. Crowther reported the potential of receiving a used engraving machine. Discussion ensued regarding tree marker options, including an adjustable, braided stainless steel wire that wraps around trees holding markers. In addition, Board members discussed content to be engraved on the markers. Mr. Crowther will report further at the next meeting.
- b. **Harriet Liles' Book Signing and Lecture.** Ms. Kautz reported that 44 people made reservations for the event on November 16 at Merrick House. Board members discussed alternatives for seating and food display at Merrick House for this amount of people.
- c. **Pioneer Day 2008.** By general agreement, it was decided that Pioneer Day will be held March 14, 2009. Ms. Kautz will complete a Heritage Trust application to include the Pioneer Day event in the 2009 Dade Heritage Days, with the City paying the \$75 registration fee.
- d. **Grave markers.** Ms. Clarke reported that Mr. Lodge's pictures facilitated obtaining grave marker cost estimates, one of which was \$550 per marker. In addition, Ms. Zagarino reported that Jim Kamerica of Gateway Monument Company provided a quote of \$225-250 each, suggesting a bigger stone instead of the smaller, half circle stone. Ms. Zagarino showed pictures of various stones currently in the Cemetery and reported additional suggestions made by Mr. Kamerica. Board members expressed their desire to complete as many grave markers as possible prior to the 2009 Pioneer Day, then discussed the order of completion, inclusion of descriptive and situational statements on the markers, and creation of printed documents or audio programs with descriptions of each grave marker.

A motion was made to arrange for a contract with Gateway Monument, to include the scope of work and permission to start as soon as possible. This was seconded and passed unanimously.

Ms. Kautz will submit the contract, when prepared, to the City Attorney to move forward.

V. DISCUSSION ITEMS:

- a. **Cemetery appearance.** Ms. Zagarino commended the excellent appearance of the cemetery. Mr. Lodge has removed trees that were not acceptable.
- b. **Wreath placement.** Ms. Zagarino presented a request from the Children of the American Revolution to place wreaths at the Cemetery with the understanding that the materials would be removed immediately after the holidays. After Board discussion, it was agreed not to give permission for wreath placement. Ms. Zagarino may instead place bows or artificial greenery in appropriate places.

VI. CITY COMMISSION / CITY PROJECTS UPDATE:

Ms. Kautz reported that the Coral Gables Museum obtained a permit. She stated there was overlap potential between the Cemetery and the Museum. Mr. Crowther reported bridge-building with contacts in the Friends of the Library at the University of Miami.

The next meeting will be held Monday, January 12, 2009 at 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 pm.

Respectfully submitted,

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