

City of Coral Gables

*405 Biltmore Way
Coral Gables, FL 33134
www.coralgables.com*



Meeting Minutes

Monday, October 6, 2025

3:30 PM

Sister Cities Conference Room - Coral Gables Museum

Pinewood Cemetery Advisory Board

The Pinewood Cemetery Advisory Board will be holding its Regular Meeting on Monday, October 6, 2025, at 3:30 am EST.

Members of the public may join the meeting via Zoom at <https://us06web.zoom.us/j/84407410572>.

In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to and participate in the meeting.

Meeting ID: 844 0741 0572

One tap mobile

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Find your local number: <https://us06web.zoom.us/j/84407410572>

305-461-6769 (Coral Gables local number)

To speak to the Pinewood Cemetery Advisory Board on an Agenda Item, please “Raise your Hand” or send a message to one of the meeting hosts using the Zoom Platform.

If you joined the meeting via telephone, you can “Raise your hand” by pressing *9.

The public may also comment on an item on the agenda using the City’s already-established e-comment function which may be found on the City’s website at: (www.coralgables.com/commissionmeetings) once the meeting’s agenda is published

or by sending an email to cityclerk@coralgables.com prior to the start of the meeting.

I. CALL TO ORDER

This meeting was called to order at 3:30 PM.

II. ROLL CALL

Board Members In Attendance:

Roberta Neway

Jorge Arguelles

Tristan Bougoignie

John Swain

Lorrie Martin

III. APPROVAL OF THE MINUTES

1. [25-9850](#) Pinewood Cemetery Meeting Minutes for December 9, 2024

A motion was made by Board member Arguelles, seconded by Board member Bourgoignie, to approve the minutes for the December 9, 2024, Pinewood Cemetery Board meeting. This motion passed unanimously.

2. [25-9485](#) Pinewood Cemetery Meeting Minutes for April 7, 2025

A motion was made by Board member Neway, seconded by Board member Martin, to approve the minutes for the April 7, 2025, Pinewood Cemetery Board meeting. This motion passed unanimously.

3. [25-9849](#) Pinewood Cemetery Meeting Minutes for August 4, 2025

A motion was made by Board member Bourgoignie, seconded by Board member Neway, to approve the minutes for the August 4, 2025, Pinewood Cemetery Board meeting. This motion passed unanimously.

IV. NEW BUSINESS

1. **Pinewood Restoration Update - City Commission passed the final budget to include the invasive tree removal at the Pinewood Cemetery for \$240,000.**

Via Zoom - Deena Bell-Llewelyn, Assistant Director of Public Works for Landscape Services

The board discussed the Pinewood Restoration plan and next steps. The project will be assigned to a project manager by Public Works Capital Improvement division. It is not the intention of the project to move forward with the removal of all the trees at once. If the Board has any recommendation or requests, they should come through the Historic Resources staff. The funds have been assigned as a Capital Improvement project and will continue to roll over until the project is complete. If additional funding is necessary, a new request can be made in the future.

Mr. Bourgoignie asks Ms. Bell-Llewelyn if we could use a portion of the \$240k capital budget to clean up the south side so that it will be ready when we have Pioneer Day. Ms. Bell-Llewelyn talks about the ongoing two-week maintenance schedule using Greenspace Management. Mr. Swain adds that he feels that we should have a comprehensive master plan before spending any of the funds on restoration. Ms. Pernas states that she would probably go along with something like that, using the consultant to help us break it down into phases. Ms. Pernas also states that we don't have time to do much work before Pioneer Day.

2. **Elections - Staff advised that applications for board positions are received by the City Clerk's office. The applications are shared with the commissioners for them to consider. An application was received from Mr. Jim Berlin, who lives across from the Cemetery. Another application was received from Wynn Bradley who also lives across from the Cemetery. No new appointments have been made at this time.**

The board moved forward with the Chair and Vice Chair elections.

A motion was made by Board member Bourgoignie, seconded by Board member Neway, to nominate Board member Swain as Chairperson and Lorrie Martin as Vice Chairperson of the Pinewood Cemetery Advisory Board. This motion passed unanimously.

V. OLD BUSINESS

1. **Pioneer Day – The board agreed to continue planning for Pioneer Day to be held in Spring 2026. Vice Chair Martin will meet with city staff to go over past event details and ideas. She will work on a proposal to discuss with the board at the next meeting. The following ideas will be considered:**
 - Speaker
 - Tour by Chairperson Swain
 - Keep Coral Gables Beautiful - Educational component or cleanup after the event?
 - Duration - 1 hour
 - Rent shuttles or provide other alternatives for parking.
 - Wynn Bradley, resident living across from the Cemetery, stated she attended a Pioneer Day in the past. At that event there was a scheduled speaker, and tables selling books, water bottles and bags.

2. Pinewood Cemetery ad-hoc committee – The Board could consider additional meeting dates or special meetings, if needed. Staff expressed that if Board members were meeting outside regular meetings, there would need to be proper notice and staff present. The Board is currently scheduled to meet four times a year.

VI. CITY COMMISSION ITEMS

1. Presentation to the City Commission - Chairperson Swain toured the cemetery with Commissioner Lara. The Commissioner asked if a presentation could be made at a City Commission meeting. Mr. Swain reviewed a draft presentation he created with the board. Comments were provided and will be addressed.

VII. DISCUSSION ITEMS

1. Survey - Board members discussed why having a survey done of the grave locations is necessary. There are many graves and tombstones not in their original location.
2. Harriet Liles Notes, Genealogical Society

VIII. ITEMS FROM THE SECRETARY

1. [25-9852](#) Pinewood Advisory Board Annual Reports 2024-2025

IX. ADJOURNMENT

This meeting was adjourned at 5:03 PM.

NOTE