

# City of Coral Gables

405 Biltmore Way  
Coral Gables, FL 33134  
[www.coralgables.com](http://www.coralgables.com)



## Meeting Minutes

Monday, January 13, 2025

3:30 PM

Sister Cities Conference Room - Coral Gables Museum

### Pinewood Cemetery Advisory Board

*Chairperson Richard Bennett*  
*Vice Chairperson Denise D. West*  
*Board Member Jorge A. Arguelles*  
*Board Member P. Tristan Bourgoignie*  
*Board Member Maurice L. Habif*  
*Board Member Lorrie Martin*  
*Board Member John Swain*

The Pinewood Cemetery Advisory Board will be holding its Regular Meeting on Monday, January 13, 2024, 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

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Find your local number: <https://us06web.zoom.us/u/koHpBvqy7>

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](http://www.coralgables.com/commissionmeetings)) once the meeting’s agenda is published or by sending an email to [cityclerk@coralgables.com](mailto:cityclerk@coralgables.com) prior to the start of the meeting.

**I. CALL TO ORDER**

**Present:** 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habif and Board Member Martin

**Absent:** 1 - Board Member Arguelles

This meeting was Called to Order at 3:36 PM.

**II. ROLL CALL**

**Present:** 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habif and Board Member Martin

**Absent:** 1 - Board Member Arguelles

**III. APPROVAL OF THE MINUTES****1. Pinewood Cemetery Advisory Board Meeting Minutes December 9, 2024****IV. NEW BUSINESS**

1. Chairperson Bennett contacted a tree company that removed approximately 400 Australian Pine trees along the causeway on key Biscayne. He asked for a tree removal estimate from this company called Bronze Tree Service. A bid was provided for Australian Pine tree removal of \$2450 per tree, 77 trees = \$188,000.
2. Chairperson Bennett shared the estimate received from Bronze Tree Service with Ms. Bell Llewellyn. Ms. Bell-Llewellyn responded by advising that her urban forestry team is currently in the process of obtaining at least 3 equal quotes. She also thanked Mr. Bennett for doing the legwork and obtaining the quote which they will be utilizing.
3. Mr. Bennett also reached out to Ms. Chamorro to obtain a copy of the FIU presentation on the Pinewood Cemetery.
4. Ms. Pernas stated that she received an e-mail from Ms. Bell-Llewellyn on 1/09/2025 with the survey asking for a review of the document with Ms. Kautz before they start sending them out. It was need to look at bids to get estimates to have an idea of what to put in for capital improvements. Public Works has put together a quote form and scope of work and they have identified the tree locations in the existing survey that was done. These forms were sent out to bid. Once the bids are in, Deena will discuss with Historical Resources what the new need budgeting for commission meeting.
5. The Sustainability coordinator has contacted Historical for possible dates for the invasive clean-up event. The proposed dates are 02/21/25 or 02/28/25.

A motion was made by Board Member West, seconded by Board Member Swain, to request a dte in Debruary or March of 2025 to schedule the Pinewood Cemetery Invasive Plant Removal event. This motion passed by the following vote:

**Yeas:** 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habif and Board Member Martin  
**Absent:** 1 - Board Member Arguelles

A motion was made by Board Member Martin, seconded by Board Member Habif, to postpone Pinewood Cemetery Pioneer Day 2025. This motion passed by the following vote:

**Yeas:** 6 - Board Member Swain, Board Member Tristan Bourgoignie, Vice Chairperson West, Chairperson Bennett, Board Member Habif and Board Member Martin  
**Absent:** 1 - Board Member Arguelles

**V. OLD BUSINESS**

**VI. CITY COMMISSION ITEMS**

**VII. DISCUSSION ITEMS**

1. Board Member West discussed going back to Pine. Most of the graves are in the North area. She feels we should keep the other side kept more lush. Do something in the center area. Also put back in natives. This would bring back some fauna and flora that used to flourish. Most of the invasive pines are on the North side. We can restore this to be the only pinewood area in Coral Gables.
2. Board Member Martin is very concerned that there are things over the top of assigned plots. There might not be a stone that we can see but there is a sign that there.
3. Board Member Swain discussed that fact that there is only one plan that keeps the original outline of the cemetery. He feels it is very important to stick to the original outline of the cemetery, especially the north side. The students were to provide the board a pre-survey overlay.
4. Ms. Pernas stated now is the time to discuss priorities for the proposal. Budget items need to be submitted by end of June. It may or not be approved. Between now and the next meeting need to discuss what board members want to see for the future of Pinewood.
5. Chairperson Bennett also mentions that the last presentation had space for parking that is really needed at the cemetery.
6. Signage – The Pinewood Cemetery sign needs replacing. Staff will send the picture of the Pinewood sign to Public Works to try to get a new sign. This sign needs improvement.
7. Board Member Swain showed an original deed to Wirth Munrow. Each plot was deeded to each person.

8. Board Member Martin is looking for some of the data that the FIU students put together. She would like to see if we can get this information. Ms. Martin has a spreadsheet detailing Names, page in book, Military, cemetery plot #, survey grave, survey description, etc. It would be ideal to cross reference the information the students were able to put together.

#### VIII. ITEMS FROM THE SECRETARY

#### IX. ADJOURNMENT

This meeting was adjourned at 5:05 PM.

#### NOTE