

Dayton Historic Preservation Committee
Minutes of Meeting of January 20, 2019

Members present: Judy Gerrard, Kim Courtin, Kelly Haverkate,
Dave Hargett, Wayne Herring

Members absent:

Staff: Cyndi Park

The meeting was opened by Chair Judy Gerrard at 6:33 pm.

Appearance of Interested Citizens none present

Approval of Minutes of Meeting of December 19, 2018

Kelly Haverkate made a motion to approve the minutes as presented, which was seconded by Wayne Herring. The motion passed unanimously, 5-0.

Upcoming CLG Grant Cycle Ideas

The committee brainstormed ideas for the upcoming CLG Grant Cycle. There were several possibilities discussed including:

- The City Council will be addressing the design guidelines, so it is not necessary to expend grant funds on that endeavor
- Might want to use CLG funds around town, rather than downtown only
- Award program – SHIPO will not review the physical awards given. We could create a program where owners of historic properties would attend an education or how-to session that we host, and at the end they would receive an award that could be displayed on their home/property. Could purchase quality plaques for properties with the funds allotted.
- Realtor training – would be advisable to have the hours count for realtor education and serve refreshments to encourage attendance.
- OR Main St Conference – send Commission members & Rochelle
- Medford Heritage Conference - send Commission members & Cyndi
- National Historic Preservation Conference - send Commission members
- Assessment of School House – Commission would own product produced
- Join the National Alliance of Preservation Commissions
- Welcome to Dayton sign downtown (DCDA has something in the works)
- Discussion of payment matching, opportunity to complete larger projects
- Revamp of walking tour
- Mobile app (need James Earl Jones level voice-actors!)
- Any properties ready to be nominated to National Register?

-Repair/rehab of properties – owners could apply for a matching grant with specific deadlines. Salem has a program that we can look at for inspiration/best practices. Could include a number of items such as windows, roofing, siding, etc. Cyndi will obtain clarification from Kuri as to what can be funded by the grant, and to see what SHIPO's level of involvement is in the administration of the grant (do they contact property owners? document the projects?). Judy will check for City of Salem contact for their program.

-Backup plan – Brookside Cemetery – continue the repair/restoration of the site; look at other items that were included in the plan

Other Business

Adjournment

Kelly Haverkate made a motion to adjourn, seconded by Dave Hargett. The motion was passed unanimously at 7:35 pm.

Respectfully submitted,

Cyndi Park
Librarian

Implementation Plan

This implementation plan is a guide for executing preservation activities and enhancement projects for the cemetery. The plan is meant to be used by applicable City staff, a School District representative, and Association members so that all groups are on the same page as to responsibilities and expectations.

The implementation plan introduces priorities for the recommendations provided in the previous section. Not all recommendations given in the previous section can be realized in ten years, and some recommendations are perpetual and meant for the life of the cemetery, such as mowing.

The implementation plan is presented below in a basic calendar form to see what projects are accomplishable over the next ten years. A more detailed calendar should be developed once all parties agree to what is feasible. Basic annual tasks, such as lawn maintenance, are not included in the calendar. The final activity for the year 2027 is to produce the next ten-year plan.

The fund column indicates the major source of funding for the activity. Assuming the City becomes the new owner of the cemetery, the City will have a funding role in almost every activity. Whether it is providing gravel or disposing of ivy, the City will likely have an expense. Given that, the City has a larger say when it comes to which activities take precedence at the cemetery.

Year	Activity	Need Addressed	Who	Fund
2018				
	Transfer of ownership from School District to City	Gives the cemetery a built-in landscape crew and provides more stable funding	School District and City	City and School District
	Form a Cemetery Advisory Committee	Each concerned group has representation in decision making	School, City and Association	None
	Reactivate the 501(c)(3) status of the Brookside Cemetery Association	Non-profit status will allow Association to fundraise and go after grants	Association	Association
	Association develops mission statement and goals	Non-profit needs a stated mission and stated goals	Association	None
	City develops their goals and responsibilities to the cemetery	City needs to state its rules, regulations, procedures, and schedule	City	None
	Association develops a logo	Start the promotion process for the Association	Association	None
	Association develops a social media presence	Start the promotion process for the Association	Association	None
	Regravel Third Street and build mound at left end	Reduce mud and block secluded area from vehicles	City Parks	City

Year	Activity	Need Addressed	Who	Fund
	Cut ivy trunks	Landscape maintenance	City Parks	City
	Test the tree trimming process based on priority given in Trees section	Landscape maintenance	City Parks	City
2019				
	Start the tree trimming process based on priority given in Trees section	Landscape maintenance	City Parks	City / Grants
	Turn on water to spigot in late spring	Water availability in cemetery	City Parks	City
	Trap burrowing animals	Undermining of markers and curbs	City Parks	City
	Remove dead ivy killed previous year via volunteer SOLVE work party (May)	Landscape maintenance	Association	None
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 27) celebrations	Promotion of the cemetery	City and Association	City
	Consider installing one or more signage recommendations	Wayfinding and rules posting	City	City
	Printout map and alphabetic list of burials and install	Wayfinding and education	Association	Association
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Start the process of labeling, sorting and storing dislocated stones	Addressing the random footstone scatter	Association and City	None
	Association creates a website for the cemetery	Association promotion	Association	Association
	Begin moving archival record to off-site repository	Move to permanent storage	City and Association	City
2020				
	Finish tree trimming backlog	Landscape maintenance under control	City Parks	City

Year	Activity	Need Addressed	Who	Fund
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Develop cemetery care guide for Parks Department staff	Landscape maintenance guide focused on staff	City	City
	Association starts planning for its first fundraiser	Association fundraising	Association	None
	Plan to join in on Dayton's Old-Timers Celebration (July) with a cemetery tour	Education and promotion	City and Association	Association
	Plan for Veterans Day (Nov 11) and Memorial Day (May 25) celebrations	Promotion of the cemetery	City and Association	City
	Install first fundraise item (bench or bollard) as part of one of the celebrations	Appropriate enhancement of the cemetery	Association	Fundraise
	Install a trash can and begin service	Appropriate enhancement of the cemetery	City Parks	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Association becomes a member of Association of Gravestone Studies	Education and connection	Association	City or Association
2021				
	Test repairs on the most deteriorated plot curbing	Address deterioration of curbs	Association	Fundraise and City
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Funding for education	City and Association	None
	Plan a program for fourth graders	Education	Association and School	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 31) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2022				
	Repair more of the curbing	Address deterioration of curbs	Association	Fundraise and City

Year	Activity	Need Addressed	Who	Fund
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Implement the educational plan for fourth graders	Education	Association and School	Grant
	Inventory the markers for condition	Survey markers every five years	Association	None
	Assess all the trees surrounding and inside the cemetery	Full review of tree maintenance program	Association	None
	Develop a vandalism response plan	Nip vandalism in the bud	Association and City	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 30) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2023				
	Plan a sesquicentennial celebration for the cemetery in 2024	Citizen involvement in the cemetery	Association and City	Association
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 29) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Repair more of the curbing	Address deterioration of curbs	Association	Fundraise and City
2024				
	Create and install row number posts	Provides orientation within the cemetery in conjunction with map	Association and City Parks	Fundraise and/or grant
	Hold the 150th anniversary of the Palmer donation of cemetery on Memorial Day (May 27)	Citizen involvement in the cemetery	Association and City	Association
	Plan for Veterans Day (Nov 11) celebration	Promotion of the cemetery	City and Association	City

Year	Activity	Need Addressed	Who	Fund
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2025				
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 26) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2026				
	Plan for Veterans Day (Nov 11) and Memorial Day (May 25) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	An Association member attends a national cemetery conference	Education	Association	Grant
2027				
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 31) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Review 2018-2027 Preservation Plan	Planning is necessary in pursuing the goals	City and Association	None
	Prepare 2028-2037 Preservation Plan	Planning is necessary in pursuing the goals	City and Association	CLG grant

Appendix F: Over 100 Things to do in a Cemetery

Adapted from Tammie Trippe-Dillon's [Grave Concerns: A Preservation Manual for Historic Cemeteries in Arkansas](#), pp. 105-109.

Tours

- Living history tour such as “Tales of the Crypt,” where individuals select, research, write and present vignettes about the life of an individual buried on the grounds.
- Costumed tours, on a regular, requested or special basis.
- School group field trips offer hands-on activities and many will request the opportunity to create a rubbing. If this is the case, have one model of an outstanding monument made and allow all to create a rubbing from it to take home. Discuss why it is not recommended that this activity be performed on one stone on a regular basis.
- Scavenger Hunt. Print clues in the paper and invite the public to visit on their own to roam and find the answers. Create a list of items that will be seen along your tour path and ask students to find them as you provide other bits of information or allow them time to view on their own or work as teams. Have a scavenger hunt where all answers are found in the cemetery and another hunt that will require both the cemetery and visits to local libraries to locate answers.
- History of the Cemetery tour.
- View restoration efforts.
- Bus tour of many area cemeteries during the day with a picnic on the grounds.
- Bus/trolley tour of a few area cemeteries at night with dinner at a historic house. Charge a fee that covers costs plus a small amount for the Association.
- Tree and shrub tour.
- Bird watching tour.
- Owl prowling tour or other nocturnal animal tours.
- Urban wildlife tour or rural animals tour.
- Star gazing tour.
- Flashlight walking tours.
- Epitaph tour.
- Symbolism on stones tour.
- Look at the different ethnic traditions found in the burial ground.
- Look at different shapes of the markers and monuments.
- An everything but the gravestones tour: Look at other features associated with graves such as footstones, fountains, cradles, cast iron fencing, decorations, etc. Tours led by experts, such as geologist to discuss stones, historians to discuss history, biologist to describe plant life, or pastors to examine epitaphs; these are only a few of the people that could broaden public understanding of the cemetery and possibly connect to potential audience members.
- Women of the community tour.
- Outstanding leaders, community rascals, particular professions (business, health, homemakers, etc.).
- Tour of children's markers.
- Spotlight tour changing monthly or weekly, that focus on four or more individuals that led colorful, inspirational, or lives that should not be emulated.
- Offer regular tours and focus on people that were born or died during the month of the presentation.
- Ghost tour. [Lincoln City](#) does haunted tours in October.
- Examples of the work of a carver or monument company in the cemetery.
- Advertise as a good place to take a walk.
- Changes in language tour.

Special Events

- Watercolor, drawing, or sculpture workshop.
- Photography workshop.
- How to conduct a survey workshop.
- Grave rededication ceremony.
- Monument inscription workshop: how to read and decipher.
- String quartet serenade during a summer stroll.
- Arbor Day celebration.
- 5K walk/run that begins or ends at the cemetery.
- Bike tour, such as Boston's [Tour de Graves](#), a bike tour of the city whose route travels by many city cemeteries.
- Demonstrate proper cleaning techniques for markers, how archeologist locate unmarked burials, how masons cut stone.
- Hold a workshop on how to conduct research using the marker as a starting point, flower arranging, or some other skill that can be found present in the cemetery.
- Sponsor a public contest, such as best photograph or painting of the site, best essay or best creative writing. Place winning entries in a calendar, book or other medium.
- Hold a workshop on proper cemetery maintenance procedures.
- Have a booth or provide a tour as part of a community celebration.
- Have an anniversary celebration.
- Have a Memorial Day service, working with a veteran's group.
- Hold a contest and serve dinner on the grounds or in a cemetery structure as a prize.
- Hold an auction: You could sell products developed for the site, as well as, vintage clothing or other items from times periods represented in the cemetery.
- Have a tour and picnic as an auction item.
- Host a Visitation Day where all cemeteries within a given area are open to the public.
- Have a flower show where you invite local florists to decorate a grave, include a photograph and biography of the deceased, invite the public to stroll.
- Hold lunch time, evening or Sunday lectures on site that describe mourning costumes, burial practices, death omens or environmental effects on the site.
- Sponsor a family or community Decoration Day or clean-up day.

Projects

- Serve as a local site for a service vacation for folks from abroad. Work with an Elderhostel program for the elderly or contact churches for youth mission workers.
- Erect a monument.
- Develop a volunteer program.
- Have Eagle Scouts work on badge requirements.
- Collect oral histories connected to your site. Record memories of family members during reunions, interview the caretaker, etc.
- Organize a speaker's bureau that can present on-site tours, off-site slide shows to community groups and potential donors, or work with teachers on- and off-site when using the cemetery as an outdoor classroom.
- Develop a school partnership for educational programs.
- Design and erect an exhibit.
- Notify the state film department of your site and offer as a possible backdrop for a movie.
- Adopt-a-plot program.
- Have an awards ceremony.
- Seek out students that must complete a community service project and have a list of activities that they may perform.

Education

- Create a PowerPoint show.
- Build a blog to be used for members and as a promotional tool.
- Design a website.
- Create an audio tape for use on a self-guided walking tour.
- Make a video of concerns and solutions, the history of the cemetery, activities of Association, community partnerships, etc.
- Create a calendar.
- Make a map of interesting site features or people, city cemeteries, regional burial grounds, or sites found along a scenic byway.
- Design a brochure for your cemetery.
- Design a pamphlet for area cemeteries.
- Write an educational lesson plan for your cemetery.
- Design educational units for your cemetery.
- Write a letter to local educators about how to use your site, including information for college professors, as well as primary and secondary school teachers.
- Write a book. A burial index for genealogists, a sculpture overview for artists, a historical overview for history buffs, scary tales connected to area cemeteries for general reading, a fictional book that uses the cemetery as a setting for parts of the story, or print oral histories connected to your site. [*Midnight in the Garden of Good and Evil*](#) generated visitation to Savannah's historic cemetery.
- Write an editorial.
- Make a coloring book.
- Design a manual for tour guides.
- Fill in and frame family tree charts for different plots on your grounds. Hang these in your library, use as part of an exhibit, or for examples during genealogical workshops.
- Create a scrapbook of Association activities.
- Make a quilt.
- Create a recipe book with traditional family dishes.

Products

- Posters of one monument, many monuments, people with the monuments that mark their final resting place, etc.
- Postcards with the cemetery logo or illustrations or photographs taken on site as part of a workshop, contest or project.
- T-shirts.
- Jewelry. Recreate mourning jewelry from the Victorian era or design pieces based on outstanding markers found in the burial grounds.
- Note cards.
- Tote bags.
- Baseball caps.
- Calendars.
- Flowers/ bouquets for special events.
- Miniature replicas of interesting markers could be used as wall hangings, book ends or Christmas ornaments; make a limited quantity to qualify as collectibles.
- Print series. Invite an artist to create one or more paintings that use the cemetery as a subject.