

Meeting Packet

OREGON COMMISSION ON HISTORIC CEMETERIES, OREGON HERITAGE

Packet Items:

- Agenda - Action
- Draft Minutes – Action
- Oregon Heritage Vitality Report – Link <https://www.oregon.gov/oprd/OH/Pages/tools.aspx#2024ohv>
- Oregon Historic Preservation Plan – Link https://www.oregon.gov/oprd/OH/Documents/2024_OR_PreservationPlan_%20English_web.pdf
- Disaster Resilience Action discussion
- Cemetery Records Project – Heritage Bulletin Development
- SOLVE Flyer

Oregon Commission on Historic Cemeteries

MEMBERS

- Sarah Baylinson, Prineville (Chair)
- Lisa Sears, Cloverdale (Vice Chair)
- Peggy Drake, Sutherlin
- Johnny Edwards, McMinnville
- Milo Reed, Portland
- Sarah Silbernagel, Pendleton
- Shawn Steinmetz, La Grande

WORK

The members of the Oregon Commission on Historic Cemeteries meet four times a year in communities around the state. The purpose of the commission is to document and support the preservation of historic cemeteries in Oregon. Any cemetery that includes the burial of at least one person who died before the date that is 75 years before the current date and is listed with the Oregon Commission on Historic Cemeteries is considered historic.

CONTACT

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Agenda

Friday, February 7, 2025

Zoom Meeting – Register https://us06web.zoom.us/webinar/register/WN_UVY_sUXzSDCFqPUr2aixMw

Business Meeting: 1:00 pm

1. Commission Business

- a) Welcome and Introductions (Information)
- b) Approval of February 7, 2025 Agenda (**Action**)
- c) Approval of Oct 11, 2024 Minutes (**Action**)

2. Public Comment: *This is the time for the public to address the Commission. If you wish to make public comment on an item on the agenda you can choose to make your comment either when the item is heard, or during this allotted time. Although written testimony is not required, it is suggested that 15 copies be provided to the Commission Assistant prior to the meeting. **Speaking time is limited to 3 minutes.***

3. OPRD & Oregon Heritage Update

- a) Heritage Update (Information)

4. Oregon Heritage Vitality Report (Information)

- a) Katie Henry, Oregon Heritage Commission Coordinator, will share the results and recommendations of the study. [Oregon Heritage Vitality Report](#)

BREAK

5. Oregon Historic Preservation Plan (Discussion)

- a) Review and discussion about how OCHC can support Goals, Strategies and Objectives [Oregon Historic Preservation Plan](#)

6. Project Updates (Discussion)

- a) Cemetery Stories – Themes between now and the next meeting. Archives Month, Historic Cemeteries Month, Native American Heritage Month, Martin Luther King Jr Day, Black History Month, Japanese American Day of Remembrance, etc.
- b) Remote Sensing Project – Shawn Steinmetz
- c) Disaster Resilience Action – See meeting packet for outline.

7. Cemetery Records Project (Discussion)

- a) Bulletin Discussion – See meeting packet for outline.

8. Upcoming Cemetery Resources (Information)

- a) Oregon Historic Cemeteries Grant <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>
- b) SOLVE Historic Cemeteries Cleanup Support <https://www.oregon.gov/oprd/OH/pages/tools.aspx>

9. Items for Future Meetings

10. Reports: Commissioner Actions and Issues

11. Commission Planning Calendar (Information)

- a) April 24-25, 2025 – TBA (suggested - Astoria Area – Clatsop Community College)
- b) May 27, 2025 10:00am – 11:00am, online grant approval
- c) July 24-25, 2025 – TBA (suggested Gorge Area)
- d) October 16-17, 2025 – TBA Joint meeting with Oregon Heritage Commission, State Advisory Committee on Historic Preservation, Historic Assessment Review Committee.
- e) February 6, 2026 – Online
- f) April 29, 2026 – Woodburn as part of the Oregon Heritage Conference (April 29 - May 2)

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**OREGON PARKS AND RECREATION
OREGON COMMISSION ON HISTORIC CEMETERIES
THURSDAY, OCTOBER 10, 2024
SUTHERLIN COMMUNITY CENTER
150 S WILLAMETTE STREET, SUTHERLIN
&
FRIDAY, OCTOBER 11, 2024
MILDRED KNIPE MEMORIAL PARK
16513 ELKHEAD ROAD, OAKLAND**

MINUTES

Thursday, October 10, 2024

Location: Sutherlin Community Center, 150 S Willamette Street, Sutherlin

Zoom Meeting: https://us06web.zoom.us/webinar/register/WN_eMo-YfiwSsyNoRyyR_h0kw

BUSINESS MEETING: 1:00 pm

Members of the Commission and OPRD staff who were present for part or all of the meeting included:

• Sarah Baylinson, Commission Chair	• Kuri Gill, Commission Coordinator
• Lisa Sears, Commission Vice-Chair	• Mary Newcomb, OPRD Admin
• Peggy Drake, Commissioner	• Koren Tippett, OPRD Archaeologist
• Johnny Edwards, Commissioner	• Katie Henry, OHC Coordinator
• Milo Reed, Commissioner	
• Sarah Silbernagel, Commissioner	

1. Commission Business

- a) Welcome and Introductions (Information)
- b) Approval of October 10, 2024 Agenda (**Action**)

ACTION: Commissioner Reed moved to approve the October 10, 2024 agenda with the correction of the date at the top, Jesse Jackson is not able to attend, and the Bureau of Land Management Cemetery protection effort will take place prior to the Value of Heritage Resources in Community Recovery. Commissioner Sears seconded the motion. The motion passed, 6-0. (Topic starts at 7:35 and ends 9:04).

- a) Approval of July 28, 2024 Minutes (**Action**)

ACTION: Commissioner Sears moved to approve the July 18, 2024 minutes as presented. Commissioner Reed seconded the motion. The motion passed, 6-0. (Topic starts at 9:08 and ends 9:40).

2. Public Comment: (Information) *This is the time for the public to address the Commission. (Topic starts at 9:41 and ends 15:00, Topic resumes at 1:31:08 and ends 1:37:32)*

- a) Maureen Flanagan Battistella –Thanks for funding fire risk mitigation through tree removal at IOOF Cemetery in Medford, Long Town Cemetery in Applegate, and the Pheonix Pioneer Cemetery in Ashland. The Pheonix Pioneer Cemetery is under new management, Otis the Third and family, and has put up a new kiosk, metal arch, and is making new funding partners in the community.
- b) Cricket Soules – A dedication ceremony for three army veterans without headstones was done recently. The VA now has someone dedicated to working with historic headstones.
- c) Megan – Wrote in via Zoom chat wondering if there is a recommended software for cemetery records and mapping. Kuri Gill advised that the Cemetery Association of Oregon may have recommendations, but that there are many options available, so research will be needed to determine what will best suit their needs.

3. Disasters in Historic Cemeteries (Information)

(Topic starts at 15:00 and ends 1:21:15, Topic resumes at 1:37:32 and ends 1:48:46)

- a) Community Wide Disaster Resilience Planning – Melissa Graciosa, University of Oregon, Institute for Policy Research and Engagement (IPRE)
 - i) Oregon Heritage, in collaboration with IPRE has developed a community planning process for heritage resources that can be replicated in any community. The pilot project was in Cottage Grove and now the work is happening in Bend and Salem. Check out the examples, guidebook and orientation videos:
<https://www.oregon.gov/oprd/OH/Pages/DisasterPrep.aspx#CommunityPlanning>.
- b) Bureau of Land Management (BLM) Cemetery protection effort – Tony Saunders, BLM Archaeologist, Grants Pass Field Office
 - i) The 2020 effort was highlighted in the Oregon Heritage Exchange.
<https://oregonheritage.wordpress.com/2020/11/19/protecting-two-cemeteries-in-the-path-of-a-fire/>
 - ii) Tony shared his experience protecting heritage resources during the 2020 Oregon fires, the decisions that must be made, and resources that may or may not be available at the fire line.
- c) Value of Heritage Resources in Community Recovery- Kuri Gill
 - i) Resources that support heritage are critical in community recovery from disaster. From physical places to gather, to documenting and recording the disaster, to preservation of cultural resources, to helping emergency responders understand what is significant to the community, heritage resources are valuable tools for communities in and after disaster.
 - ii) The Commission discussed programs and resources in Oregon, such as Culture in City Reconstruction & Recovery, UNESCO, Value of Heritage in Disaster Resilience Report and Messaging Guide, Oregon Heritage Commission, Fact Sheet on Art & Culture: Helping People Before, During, and After Disasters, FEMA and other resources available on the Oregon Heritage Website.
- d) The Commission discussed specific ways they can support disaster planning for historic cemeteries.
 - i) Sending the Community Disaster Resilience Planning for Heritage Resources guidebook from IPRE to contacts within this community, sharing information at community gatherings, partnering with other agencies or districts utilizing the guidebook, getting sites ready with defensible space for people to gather post disaster, leveraging the high ground cemeteries for flood or tsunami evacuations, personally connecting to communities that have recently been disaster stricken, and cemetery grants.

4. Cemetery Care Permit Program (Information)

(Topic starts at 1:49:25 and ends 2:05:35)

- a) Koren Tippett gave an overview of the permit program, what it is, how to access it, and a summary of work completed with highlights from some of the permit users.
<https://www.oregon.gov/oprd/OH/pages/historic-cemeteries-program.aspx>

5. OPRD & Heritage Update (Information)

(Topic starts at 2:05:40 and ends 2:12:06)

- a) Commission Coordinator Update, Kuri Gill.
 - i) Heritage Division is fully staffed and continues working on training new staff.
 - ii) OPRD and other agencies are facing budget challenges. As a result, Heritage staff and programs may travel less, but more updates to come prior to any changes taking place.
 - iii) The Oregon Historic Preservation Plan has been published and printed! It is currently available in English and Spanish but can be requested in other languages.

6. SOLVE Historic Cemeteries Clean-up Day (Information)

(Topic starts at 2:12:06 and ends 12:15:47)

- a) SOLVE reached out again wanting to do another Cemetery Clean Up Day. An online workshop will take place in January and February to help teach how to connect with SOLVE. More information about this will be available soon.

7. Cemetery Records Project (Information)

(Topic starts at 12:15:48 and ends 2:24:32)

- a) The Position Paper has been published. A draft Bulletin for the Oregon Heritage Bulletin for individuals and organizations to take next steps in record management was given for the Commission's review and consideration. The Commission will review and discuss at the next meeting.

8. Project Check-in (Information)

(Topic starts at 2:57:25 and ends 2:57:55)

- a) Kuri Gill will follow up on this topic via email to save on time.

9. Upcoming Cemetery Resources (Information)

(Topic starts at 2:57:25 and ends 2:57:55)

- a) Kuri Gill will follow up on this topic via email to save on time.

10. Items for Future Meetings (Information)

(Topic starts at 2:57:25 and ends 2:57:55)

- a) Kuri Gill will follow up on this topic via email to save on time.
- b) Future meeting location ideas:
 - i) North Coast
 - ii) Grant Recipients
 - iii) Clatsop College

11. Reports: Commissioner Actions and Issues (Information)

(Topic starts at 2:58:00 and ends 2:58:35)

- a) No actions or issues brought forward.

12. Fatality Management (Information)

(Topic starts at 2:24:25 and ends 2:57:25)

- a) Candy Cates, an All Hazards Planner, with Oregon Health Authority came to give her expertise on the State's approach to addressing mass fatalities.
 - i) The Cascadia earthquake is the highest priority for disaster preparedness. The Covid-19 pandemic has showed the fragility and reality of supply chains. All Oregonians should be two weeks prepared for their own resources, and organization should expect to be down much longer.
 - ii) Cemeteries, especially those at the far end of the supply chains, may be burying fatalities temporarily as part of a mass fatality management response. Discussion was had about preparedness planning, utilizing existing resources, and the obstacles that come with large disasters.

13. Commission Planning Calendar (Information)

(Topic starts at 2:58:40 and ends 3:01:05)

- a) February 7, 2025 – Online
- b) April 24-25, 2025 – Clatsop Community College, Astoria
- c) May TBA, online grant approval
- d) July 24-25, 2025 – The Gorge

Meeting adjourned @ 4:04 pm

Friday, October 11, 2024,

Location: Mildred Memorial Knipe Park, 16513 Elkhead Road, Oakland, OR

Tour: 9:00 am

The Friends of Mildred Knipe Memorial Park hosted a visit to this interesting historic site owned by Douglas County. There is a “lost” cemetery at the park which the Friends have worked to identify using ground penetrating radar (GPR). Patrick O’Grady, researcher and an archaeologist training in the use of GPR shared more information about remote sensing techniques in this work.

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The October 2024 Oregon Commission on Historic Cemeteries Meeting included information and resources related to disaster planning, mitigation and recovery. The commission had a short discussion of possible actions to take in relation to this issue.

This section of the meeting is to further reflect on the information that was shared and discuss possible actions. This is a discussion item on the February 2025 agenda.

1. Share the Community Wide Disaster Resilience resources in networks.
 - i. Check out the examples, guidebook and orientation videos [here](#).
 - ii. [Culture in City Reconstruction & Recovery](#), UNESCO
 - iii. [Value of Heritage in Disaster Resilience Report and Messaging Guide](#), Oregon Heritage Commission
 - iv. [Fact Sheet on Art & Culture: Helping People Before, During, and After Disasters](#), FEMA
2. Learn more about the archaeologists work on the fireline – invite them to meeting
3. Provide information about how heritage sites can be resources to the community
 - i. Gathering space
 - ii. Escape place
 - iii. Shelter area
 - iv. Collect stories
4. Commissioner action – follow-up with cemeteries in areas impacted by disasters and see the results and offer resources.

Decisions to make

- Do you want the information accessible to the public online?
- Do you want the records associated with mapping?
- Do you want the records preserved digitally?
- What are the benefits of digital records?

Digital Decisions

- Storage methods
 - Cloud (internet access can be an issue)
 - Hard drives in multiple locations
 - Stored with other organizations
 - Do you have capacity to track and update storage method?
- Records collection information
 - Is it going to be searchable online
- Formats
 - What is the best file format for long term?
 - Do you have the capacity to pay attention to changing formats to update them?

Basic Steps

- Paper records
 - Card files, ledgers, etc.
 - Store in a safe space.
 - Make multiple copies and store in different places.
 - Maps
 - Make multiple copies and store in different places.
- Digital Records
 - Search for existing records.
 - Online search – Find-A-Grave, Million Graves, etc.
 - Scanned copies of records saved digitally.
 - Maps
 - Take really good photos.

2nd level steps

- Paper records
 - Card files, ledgers, etc.
 - Archival Storage
 - Maps
 - Archival Storage
- Digital Records
 - Scanned copies – Searchable PDFs
 - Spreadsheets
 - Google is free, others work
 - Information is entered so that it is searchable.

- Maps
 - High quality scan for digital record.

3rd level steps

- Digital Records
 - Scanned copies – Searchable PDFs
 - Database
 - Maps
 - Geographic Information System (GIS) based maps – This are searchable and based on the locations of the burials. These can be linked to the record database.

Possible tools to add

- Spreadsheet template
- Condition record example



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