

Women Who Hold Up Half the Sky Keeping Sutherlin Working



In a changing world, meeting the challenges and learning to navigate her way through, at times, uncertainty in the work place is just a part of the job for Sutherlin City Recorder and Human Resources Manager, Diane Harris. She states that she is very committed to her job; therefore personally adapting to the necessary changes was not as difficult for her. The City Manager, Jerry Gillham provided the much needed consistent leadership to often traverse unknown territory. The laws and requirements during the pandemic brought on the need to create, update, and amend a countless number of personnel policies and the questions that were presented about those policies were ever changing as well. One of the biggest changes that the pandemic brought was the need to periodically work from home each week and adapting ways to communicate with coworker, Deputy City Recorder, Melanie Masterfield as they continued to complete multiple tasks in an accurate, efficient, and timely manner. It also required the willingness to learn new skills such as hosting and attending virtual meetings to keep the public informed in an inclusive manner.

Diane views the remodel of the offices of Sutherlin City Hall as representing the redefinition of the roles for the city staff. "The city has a responsibility to the public. Our remodel is our way of stepping up to meet the needs of the community during an emergency and or a disaster large or small." As part of a network of city recorders we have a huge support group of city recorders/clerks throughout the state. We all realize that even though we live in different parts of the state and work in different sized cities, we all have similar pressures and expectations put on us."

"At all times the job can be a challenge. There are only so many hours in a day. The established priorities can change each day, even by the hour. It is having a great team of people that are continually working together for the greater good, willing to shift and change their way of thinking so all the balls stay in the air. The bottom line is that we are here for the community and its citizens."



The responsibilities and duties of Melanie Masterfield go far beyond the job title of Deputy City Recorder. In her own words, "it is really hard to compile a list of tasks that the city recorder's office performs. It changes daily and even hourly." Often it is a juggling act keeping the 'to do' lists manageable while constantly reassessing priorities. Working in collaboration with Diane, is the key to establishing an open line of communication with both city staff and the citizens of Sutherlin. At the top of the list of priorities is keeping the community aware of updated and current information with access via social media, the new website, or monthly newsletter.

There is much that entails the job of providing services to the city and it requires the ability to take on multi-level tasking at all times. The list could begin with Records Management although that leads to the myriad of related responsibilities. It involves keeping all city records

Women Continued...

both public and private organized and following retention programs. Both jobs for Melanie and Diane interface with multiple entities. They also work extensively with departments within the city, Community Development, Finance, Public Works Facilities and Utilities, Fire Department, Police Department and the C. Giles Hunt Memorial Library. They coordinate with a litany of agencies that cover city insurance, employee benefit programs, SAIF, OSHA, the city attorney, risk management, pre-loss and health insurance. In addition, both Melanie and Diane manage recruitment, compensation, benefits, training, and employee services for all city staff. To maintain a high standard of professionalism, both attend trainings and seminars to stay proficient with material, policies and procedures.

Their office is the point of contact for City Council members, guiding those elected officials through the election process. They also advise them regarding their role as councilors, including duties, policies, procedures and expectations. The organizing of City Council and Urban Renewal Agency meetings is also their responsibility, which involves preparing the council agendas. These duties require that they keep up to date with public meeting laws and provide the required documentation.

In addition to all of this, Melanie is also the assistant to Jerry Gillham, Sutherlin City Manager and unofficially holds the title of 'party planner', by keeping the 'fun' in functions for the city staff. "We could not do our job without the great team we have here, working together."

'Spotlight On' Gary Dagel City Council Member

On October 11, 2021, during the meeting of the Sutherlin City Council, a motion was made and approved unanimously to appoint Gary Dagel as the newest council member. Dagel was sworn in that evening and took his seat among the other Council members. His motivation to serve was the next logical step for him after moving to Sutherlin and becoming involved with the community. He describes his role as being a part of a team and bringing another perspective in achieving the shared goals of the city council members. He feels that he is in tune with those goals and the needs of the citizens of Sutherlin.



"I expect to help preserve the small town flavor of our community, while continuing to make improvements where needed for the betterment of the city."

City Phone System

We want to apologize for any problems you might have encountered when trying to reach City Hall by telephone. We have been trying to upgrade our phone service to be more cost effective and to keep our business local. In the process, because of the age of our phone lines, we have encountered multiple issues and the fix is slow in coming. Trust us when we say that this has been exhausting at every level and we are hoping to have this fixed by the end of November.

When trying to contact City Hall, please try our main line **(541-459-2856)**, and if that does not work, call the second number **(541-459-2857)**. We apologize for the trouble and inconvenience this has caused our community.



Sutherlin's Finest 'Officer of the Year'

"In recognition and appreciation for the actions, activities and service by the entirety of your department in an unprecedented and uncertain time in Douglas County. We honor your efforts in safeguarding lives and property while providing a safe and healthy community for all to visit, live and thrive in." These are the words written on a plaque awarded to the Sutherlin Police Department by the Roseburg Optimist Club.



In following a long established tradition of 45 years in presenting an 'Officer of the Year' award, the Roseburg Optimist Club honored the entire Sutherlin Police Department with a presentation of the award by Peter Sudduth, Club President. It has been awarded to an officer selected by local law enforcement agencies which was presented at the annual 'Respect for Law' banquet held in February of each year. In the past years it has been awarded to an officer selected by local law enforcement agencies which was presented at the annual 'Respect for Law' banquet held in February of each year. Due to the pandemic, the banquet for 2021 had to be cancelled. In lieu of the banquet and in their effort to continue the tradition, the Roseburg Optimist Club visited every law enforcement agency in Douglas County to honor them individually.



In total, 14 police officers and 4 office personnel of the Sutherlin Police Department were acknowledged for their hard work in law enforcement especially during the pandemic. Thanks were given to the Roseburg Optimist Club for the plaque and recognition by Chief, Troy Mills

City Hall Remodel – Taking Care of Sutherlin

As a result of recent events, such as Snowmagedon and the Archie Creek Fire, the city is being proactive and preparing for the next possible event. After installing back-up generators, portable fueling station, etc. the next step towards preparation is remodeling the city hall conference room and kitchen/break room to accommodate the city's Emergency Operation Center (EOC).



It is currently under construction with an estimated completion date of December 31, 2021. Kevin Kennedy Construction received the bid award. The EOC will allow the ability to function with an organizational structure at the complexity or demand of each incident without being hindered by power outages, fallen trees, or any other safety issues.

Design rendition below



MARK YOUR CALENDAR

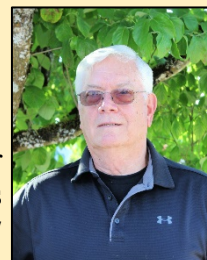
- November 8th** City Council Meeting – Civic Auditorium 7:00 p.m.
- November 11th** City Hall Closed – Veteran's Day
- November 16th** ~~Planning Commission Meeting Civic Auditorium 7:00 p.m.~~ **Canceled**
- November 25th & 26th** City Hall Closed – Thanksgiving
- November 27th** Small Business Saturday – Sutherlin
- November 27th & 28th** ODFW Free Fishing Weekend



City Council



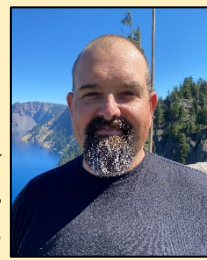
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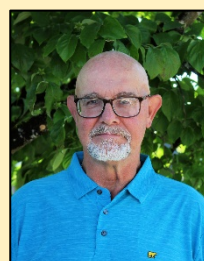
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City Directory

City Manager	541-459-2857 x 223	Fire Dept/Non-Emergency	541-459-1394
Finance Director	541-459-2857 x 203		
City Recorder/HR Director	541-459-2857 x 207	Police Dept/Non-Emergency	541-459-2211
Deputy City Recorder	541-459-2857 x 208		
Community Development	541-459-2857 x 206, x 219	Public Works Operations	541-459-3542
City Planner	541-459-2857 x 234	Public Works Utilities	541-459-

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