



*P.O. Box 46
Kotzebue, AK 99752*

*City Hall
(907) 442-3401*

*Police Dept.
(907) 442-3351*

*Public Works
(907) 442-3401*

July 8, 2024

Subject: Response to Your Donation Request

Dear Ms. Huss,

I hope this message finds you well. Congratulations to Miss Arctic Circle, Ronnie Huss!

We recently received your donation request, and I wanted to inform you of the city council's current donation policy. On July 1, 2024, the city council passed a resolution outlining the City of Kotzebue donation policy. According to this policy, we are unable to provide donations directly to individuals. However, we can make donations to organizations on behalf of individuals.

Given Ronnie's role as Miss Maniilaq, the City of Kotzebue is able to donate to any 503 © nonprofit status organizations. If you would like to proceed with this direction you will find attached a donation cover letter for Maniilaq Association to fill out on behalf of Miss Arctic Circle.

Thank you for your understanding, and we appreciate your dedication to our community.

Warm regards,

A handwritten signature in blue ink, appearing to read "Tessa Baldwin". The signature is stylized and cursive.

Tessa Baldwin

City Manager, City of Kotzebue



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Internal Use Only Date Received By:

Donation Request Cover Sheet

Thank you for submitting a donation request to the City of Kotzebue City Council Meeting. Please note that the city council meetings are on the third Thursday of each month unless otherwise stated. Donation letters received between council meetings will be reviewed and submitted at the following council meeting. It is encouraged that residents submit donations letters early in advance to meet their deadlines. In addition, it is encouraged that a representative be present at the city council meeting that will review their request.

Organization Name:

Address:

Name of Project Lead:

Email:

Phone Number:

Project Title or Event:

Requested Dollar Amount:

Brief Description of Project or Event:

Document Checklist:

- Cover Letter
- Annual or Project Budget
- Audit and W-9
- Other Supporting Documents

City of Kotzebue

City Council Donation Policy

Purpose

The City of Kotzebue City Council is committed to supporting local organizations and events that enhance the quality of life for our residents. This policy outlines the procedures and requirements for organizations requesting financial donations from the City of Kotzebue.

Annual Budget Allocation

Each year, the City of Kotzebue City Council allocates a specific amount of funds in its budget to donate to local organizations and events. The availability of these funds is subject to the City's annual budget approval process.

Eligibility Criteria

To be eligible for a donation, organizations and events must meet the following criteria:

1. **501(c)(3) Status:** The organization must be a registered 501(c)(3) non-profit entity.
2. **Event Accessibility:** The event or program must be open to all residents of Kotzebue.
3. **Donation Request Form:** A completed Donation Request Form must be submitted. This form includes:
 - o The organization's name, address, and contact information
 - o Proof of 501(c)(3) status
 - o A detailed budget for the event or program
 - o A description of the event or program, including how it benefits the community
 - o Any additional supporting documents as requested by the City Council

Application Process

1. **Submission:** Organizations must submit the Donation Request Form to the City Clerk's office by the specified deadline. Late or incomplete applications may not be considered.
2. **Review:** The City Council will review all submitted applications. This review will consider the event's alignment with community values, the number of residents likely to benefit, and the organization's demonstrated need for financial support.
3. **Approval:** Donations will be awarded based on available budget and the merit of the application. The City Council reserves the right to approve, partially approve, or deny any request.

Budget Limit

1. The maximum donation amount per request is \$500 per year. This limit is subject to change based on the direction or allocation determined by the City Council.

Conditions of Donation

1. **Use of Funds:** Donated funds must be used specifically for the event or program as described in the application. Any deviation requires prior written approval from the City Council.
2. **Reporting:** Recipients of donations must provide a post-event report detailing the use of funds and the outcomes of the event. This report should include attendance figures, financial expenditures, and any other relevant information.
3. **Recognition:** The City of Kotzebue should be acknowledged as a sponsor in event materials and publicity, where appropriate.

Non-Compliance

Failure to adhere to the conditions of the donation may result in the organization being required to return the funds and may disqualify the organization from future donations.

Contact Information

For questions or more information about the donation policy or application process, please contact the City of Kotzebue by emailing customerservice@kotzebue.org.

Tessa Baldwin

From: Saima Chase <saimajohnson@gmail.com>
Sent: Friday, June 28, 2024 9:22 AM
To: Lorlie Brown
Cc: Joe Evans; Roger Rouse; Russ Ferguson; Tessa Baldwin; Rosie Hensley; Cory Jackson; Derek Haviland-Lie; dlle; Kathleen Sherman; Kotz Radio; Josh Hadley
Subject: Re: 671 caribou drive

August 1
2024 Recm
Correspondance

Good morning Lorlie,

I am so sorry that this is a continuing issue for you. I know you are frustrated with the process of any legal action or removal of the issue at hand.

My question for you is, what would you like to see so that we can work together as a council to try to solve this issue? What would make this issue of smell/raw sewage go away? I'm asking you because I am asking so that we can have a goal to try to solve this issue and neighboring homes around you.

I am also including the entire council in my response as we will all have to work together to get this issue taken care of.

Again, thank you for continuing to email and state your concerns, they are valid and I want you to know that I appreciate you being vulnerable and telling us how it is.

Saima Chase

> On Jun 28, 2024, at 8:37 AM, Lorlie Brown <lorliebrown719@gmail.com> wrote:

> This is so disgusting and disrespectful to our whole neighborhood! I am so disgusted! This shit stinks so bad! Something needs to be done ASAP! I can't even keep my windows or doors open because it stinks so bad! And as you all know with the heat, the doors and windows are a must to keep open this time of year, but I already know y'all don't give a fk, obviously because still nothing is being done about clean up, I'm a taxpayer, I don't live off the state, working 2 jobs, constantly busy raising my young family and trying to keep up with subsistence activities, I get to go home after a 12 hour day of work and smell constant shit! This is fkn disgusting! 🤢