

1/22/15

Mr Steve Corbeille
City of Manitowoc Finance Director
900 Quay St
Manitowoc, WI 54220

Dear Steve,

Enclosed is a check made out to the City of Manitowoc in the amount of \$10,843.07. This money has been raised by the Friends of Citizen Park Recreation Center.

The following conditions are being attached to this donation:

- 1) These funds are to be kept in a segregated account and used only for the purposes of repairing; the HVAC, the 9 original windows and the ADA needs of the building at 930 N 18th AKA the Citizen Park Recreation Center.
- 2) Any withdrawals from this account or any expenses that are created with the expectation of these funds covering associated costs, are to be done so only after the express written consent of the board of directors of the Friends of Citizen Park Rec Center.
- 3) It is understood that the City of Manitowoc Finance Department will provide a monthly statement of these funds, including any deposits and disbursements from the previous 30 days as well as the current balance. It is also agreed that should the Friends group have any expenses which may need to be withdrawn from this account in order to prepare for a fundraising effort, the City of Manitowoc will cut a check and make it available in no more than 10 days from the date of the request. Monthly statement can be emailed to john@thefitnessstore.com and copied to npitsch60@gmail.com.

Official check in the amount of \$10,843.07 accepted and above terms agreed to:

Name _____

Position _____

Today's date _____