



Agenda

City Council Work Session

Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa

5:30 PM

November 08, 2021

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

Council Members: Matt Weber, Renee Cantrell, Tom Stewart, Lynda Payne, Karen Seeders

Pledge of Allegiance

Discussions

- [1.](#) Discussion with Oelwein Event Center Committee

Adjournment

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440

OELWEIN EVENTS CENTER

OCTOBER 1, 2021

PREPARED BY:



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COMPANY PROFILE

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BUILDING TRUSTED PARTNERSHIPS SINCE 1895

Cardinal Construction is dedicated to developing trust-based partnerships through integrity, exceptional workmanship, and service. For more than 125 years, we've helped clients in Iowa build, expand, and renovate their facilities to keep up with the changing marketplace.

In 1871, John G. Miller emigrated from Germany to Iowa, where he worked as a carpenter for several years. In 1895, he established his own business, John G. Miller Construction. In the 1950's, John G. Miller Construction expanded through the creation of a non-union subsidiary, Black Hawk Construction, to better serve clients outside of Black Hawk County. In 1977, a subsidiary of Black Hawk Construction, Cardinal Construction, was activated to work in Black Hawk County.

In the mid 1980's, John G. Miller Construction ceased active operations. Of the remaining entities, Cardinal Construction, Inc. became the sole operating unit. In 1997, Beck-Ericson Construction of Cedar Falls merged into the Cardinal organization, bringing key leadership and personnel with a broad portfolio of experience.

Our many years' experience has taught us valuable lessons that translate to well-run projects for our clients. While each project is unique, we've honed our process to ensure that early on we ask the right questions and understand goals and expectations that will serve to guide all project phases.

Today, we are an employee-owned company, committed to serving as an essential partner to our clients through experienced leadership and thoughtful resource management.

POINTS OF CONTACT

Katy Susong

President & CEO

Brandon Schoborg

Executive Vice President

Ashlyn Kullen

Business Development and Marketing Specialist

CONTACT INFORMATION

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OUR PROCESS

Item 1. 4

We want our Project Owners to be engaged in the building process, and that begins with a shared understanding of expectations. We listen to understand project goals and address any apprehensions or fears moving forward.

LISTEN AND ENGAGE

Once planning is done, the implementation phase begins. Whether we're serving in the capacity of builder or advisor, our team will lead the construction process to ensure quality and accountability standards are maintained throughout.

IMPLEMENT

PLAN

Once we understand expectations and goals for the project, it's our responsibility to work with the Project Team and Owner to develop a comprehensive plan and schedule for moving forward.

FOLLOW THROUGH

The project is not complete when the last punch-list item is remedied. Instead, we commit to a post-project review with our clients to ensure expectations and goals have been met.

OUR PROCESS EXPLAINED

Every project has unique requirements that call for a specialized approach—but every project can benefit from a proven organizational structure and process. Our process ensures that each project receives the same high level of care and attention and allows for feedback and input from the project owner at each step along the way.

LISTEN AND ENGAGE

- We want our project owners to engage in the building process—that begins with a shared understanding of goals and expectations among all members of the team. Early in the planning process we will:
 - Establish a shared project scope to ensure it's clearly defined for all team members.
 - Review services to be provided throughout the duration of the project.
 - Develop a communication plan to be distributed to all team members. Effective communication is imperative to project success, and establishing a formal plan ensures the right people have the information they need at critical milestones.
- We will listen to fully understand project goals and do our best to address any apprehensions before proceeding.
- Throughout each future phase, we will continually review the information learned and shared in this phase to ensure we're staying on track to meet expectations and achieve project goals.

PLAN

- Once we understand your expectations and goals, we work with you and your project team to develop a comprehensive plan and schedule for moving forward—whether that includes pre-construction services or construction and post-construction only.
- Our internal team includes estimators, project managers, and other construction professionals who utilize their specific skill sets in concert with the project team to allow for informed decision making throughout the planning and building process.

IMPLEMENT

- Once planning is complete, the implementation phase begins. Whether we're serving in the capacity of builder or advisor, our team leads the construction process to ensure quality and accountability standards are maintained at every stage.
- Working in tandem, our project managers, administrators, and superintendents excel at guiding the building process.
- Utilizing tools and activities like pull-planning, mandatory job-site progress meetings, and a rigorous safety program contributes to our ability to achieve budget and scheduling goals.
- This team approach also ensures that there are always multiple contacts available for your project.

FOLLOW THROUGH

- We will remain ever-present through and beyond all phases of your building project.
- The project doesn't end when the last punch-list item is remedied—we commit to a post-project review with your team to ensure expectations and goals have been met.
- We will strive to provide value through effective management and appropriate allocation of resources.

OUR MISSION IS TO DELIVER A SUPERIOR BUILDING EXPERIENCE WHILE SERVING AS AN ESSENTIAL PARTNER TO OUR CLIENTS THROUGH EFFECTIVE LEADERSHIP AND EFFICIENT USE OF RESOURCES.

PHILOSOPHY AND CORE VALUES

Item 1.

OUR PHILOSOPHY

We are dedicated to developing trust-based partnerships with our clients through integrity, transparency, quality workmanship, and service. We are flexible to the changing marketplace, and strive to be innovative in our methods and approach. We treat all members of our team fairly and are committed to continuous improvement at all levels.

OUR CORE VALUES

Integrity

Our business decisions and practices are guided by the belief that it's important to be honest, fair, and authentic. We treat all members of our team fairly, and as equitably as possible. We maintain a high ethical standard at all times, particularly in the midst of challenging decisions or situations.

Collaboration

Each person on our team has a valuable role to play, regardless of whether that team is comprised entirely of Cardinal staff or inclusive of owners, design team members and others. It's our role to educate our clients so they can in turn make informed decisions. We believe multiple viewpoints add value when solution seeking. We strive to work well with others, and understand that true collaboration oftentimes involves compromise.

Adaptability

We believe it's important to be flexible, and responsive to change. We understand there is value in evaluating our processes to ensure that we're efficient with our time and resources. We must remain at the forefront of innovation to best serve our clients and provide true value for our partners.

Generosity

Our longevity and success as a company is, in part, the product of a hardworking and dedicated team. Equally important to our success is the support of the communities and clients we serve. For that reason, we contribute a portion of our revenue annually to charitable organizations. We also promote and encourage voluntarism on an individual and corporate level.

Passion

Each member of the Cardinal team is passionate about the building process for different reasons. Some grew up with a parent(s) in construction, while others find purpose and joy in satisfied clients, or seeing a completed project. We enjoy what we do, and it's evident in the work we produce. Though reasons vary, our shared passion is what drives us to evolve and keep reaching for a higher standard.

OUR SERVICES

Cardinal Construction has worked with numerous clients to build a wide variety of projects since our founding in 1895. This experience, combined with our passion for building, helps us guide your project to a smooth and successful conclusion. We believe it's vital to begin each project by developing a trust-based partnership with your team. Early in the process we will work with you to define a scope of services that is relevant to your particular needs. A sampling of our services is included below, and can serve as a starting point for future conversation.

Pre-Construction:

The construction process starts long before we break ground. Cardinal's pre-construction services team can assist you by identifying viable options with regard to utilization of existing space and structures, and assessing the feasibility and constructability of design options. Pre-construction budgeting and value-engineering can speed your project along by evaluating the merits of a project and exploring all available options.

Pre-Construction Services Include:

- Site Selection and Analysis
- Design Consultant Selection
- Schematic Design Estimates
- Design Development Pricing
- Bid Package Development
- GMP Development
- Project Scheduling
- Document Review
- Value Engineering
- Program Budgeting

Design-Build

Design-build is a delivery method in which the contractor and architect are engaged under a single contract to efficiently complete a building project. Within this system, Cardinal Construction undertakes responsibility for the entire project including design, engineering, materials, and construction. This single source responsibility eliminates contractual disputes.

Because there is only one contract with the project team, more time and focus can be spent on the project in lieu of managing multiple contracts and team members.

Benefits of utilizing a design-build approach include faster delivery, cost savings, singular responsibility, and decreased administrative burden.

Construction Management - At Risk

Our experienced project managers and superintendents create safe job sites and ensure the appropriate level of care is given to all aspects of your building project. Cardinal's staff is experienced in minor excavation, concrete, carpentry, and steel erection. For all other building components, we have established relationships with local experts that share our values of integrity, quality workmanship, and service.

Construction Management - As Advisor

This inclusive system involves key stakeholders from pre-construction through final delivery. Cardinal team members serve as an extension of the Client, to ensure your interests are protected, budgeting and scheduling goals are maintained, and a high level of quality is achieved. Cardinal serves as an active team member providing cost, scheduling, and constructability information as it pertains to design.

EXECUTIVE SUMMARY

Thank you for the opportunity to provide a facility assessment for the proposed Oelwein Events Center. In the following pages, we will address items such as site improvements, building envelope, acoustical, mechanical, electrical, and kitchen equipment considerations. While we have information included for items that need to be addressed, the building is in good condition for its age. The last section of our report is a breakdown of the overall budget to renovate 137 S. Frederick Avenue into a new events center. The budget is based around a design that has an industrial feel with modern touches that will showcase the building's history and construction of that time.

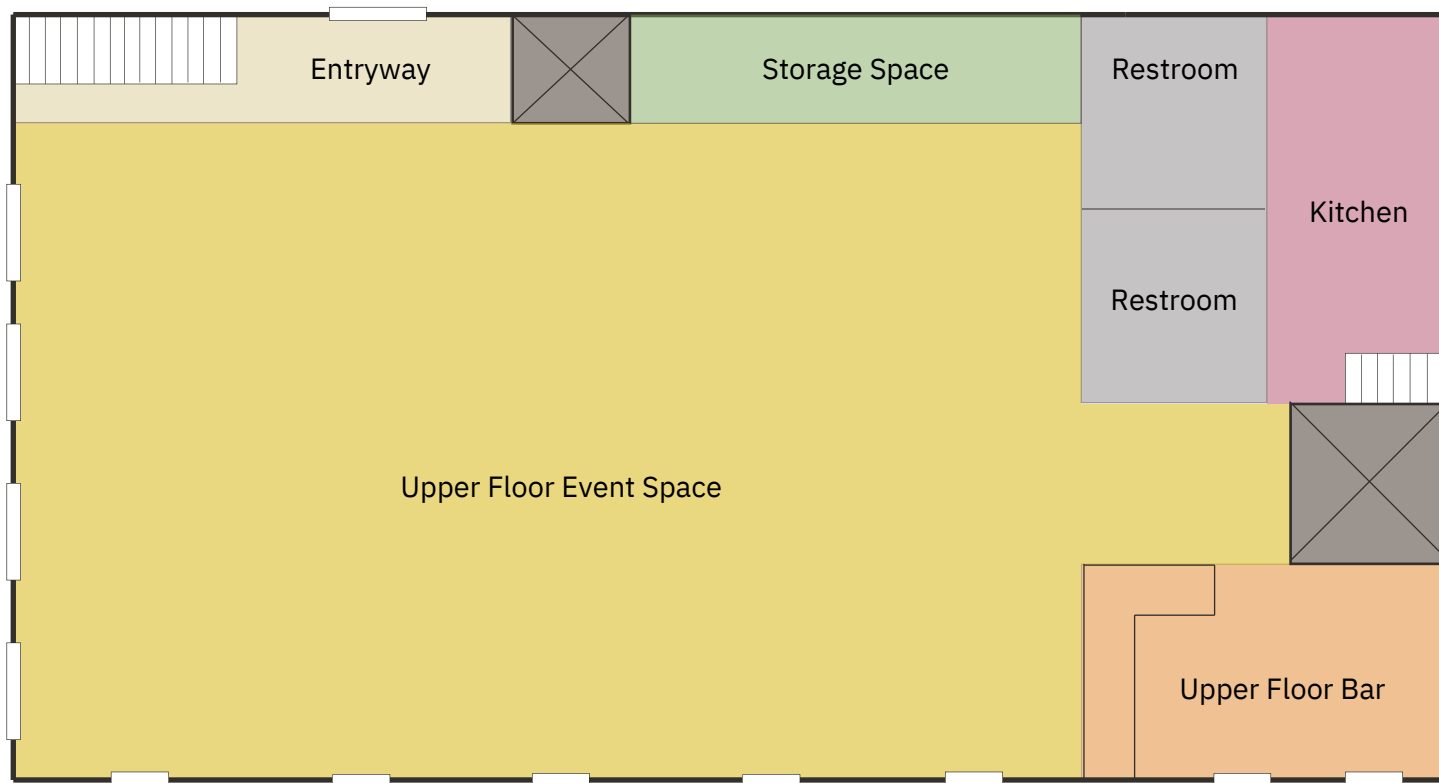
The overall construction budget for this project is \$2,032,013.00. With fees for architecture, kitchen equipment, and contingency of \$254,599.00. The total anticipated project budget is \$2,496,980.00. There are many factors that go into this budget and, as mentioned before, we have them detailed in the last section of this report.

We look forward to the opportunity to review this assessment together soon and discuss any questions you may have.

Respectfully,

Brandon Schaberg

UPPER FLOOR PLAN



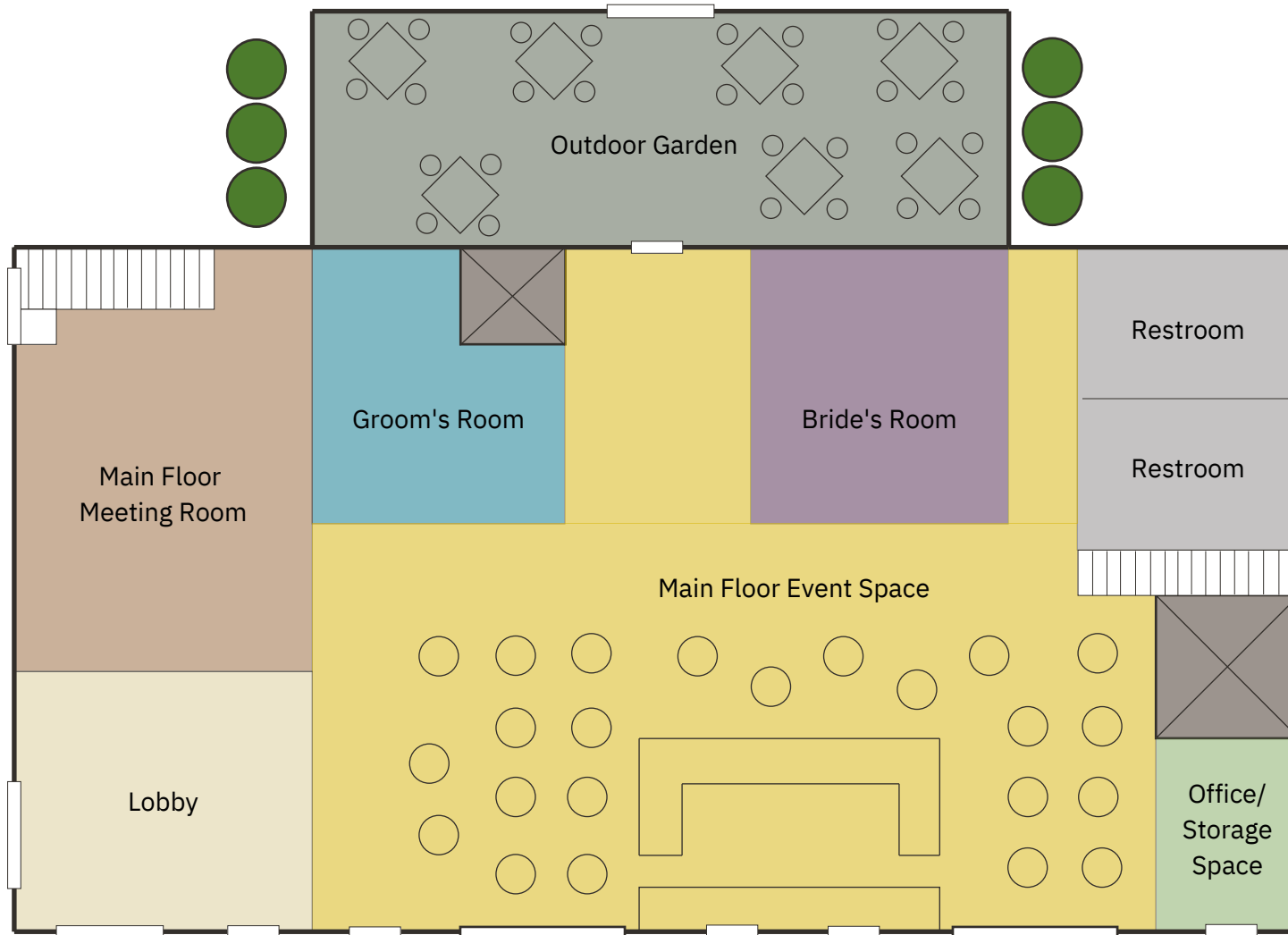
Upper Floor Plan Legend

- Entryway
- Upper Floor Event Space
- Kitchen
- Upper Floor Bar
- Storage Space
- Restrooms

MAIN FLOOR PLAN

Item 1.

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Main Floor Plan Legend

- Lobby
- Main Floor Event Space
- Main Floor Meeting Room
- Groom's Room
- Bride's Room
- Office / Storage Space
- Restrooms
- Outdoor Garden

CURRENT CONDITIONS

Site Considerations:

The only site improvement that will be required is sidewalk replacement for the new 6" water line that will be necessary for the sprinkler system. Additional information and pricing for the water line is included within the mechanical considerations and budget. We have also included an allowance within the budget for site landscaping.

Parking Stalls:

A venue intended to accommodate the anticipated number of patrons will require a higher-than-average number of parking stalls. While on-site it was mentioned that there are numerous areas that patrons could park to access the events center. The number of parking stalls required for a space of this type is 15 stalls per 1,000 square feet of finished space. This should be addressed further based on the availability and proximity of the lots mentioned.



GENERAL BUILDING CONSIDERATIONS

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The city of Oelwein enforces the 2021 International Building Code. Below are some key findings from our preliminary review of the provided floor plans.

- The max occupant load of the 2nd floor assembly space is 446 people.
- A banquet hall with a fire area over 5,000 SF is required to have an automatic sprinkler system. An automatic sprinkler system would be required in this case.
- A banquet hall with a fire area that has an occupant load of 100 or more is required to have an automatic sprinkler system. An automatic sprinkler system would be required in this case.
- A banquet hall with an occupant load exceeding 100 on the 2nd floor is required to have a manual fire alarm system. A manual fire alarm is required in this case.
- The plumbing fixture counts shown on the plan appear to meet the minimum code requirements.

Building Envelope:

Given the age of the building, the exterior is in good condition. We did not identify any large areas of the building that would require tuckpointing to ensure there are no water or air infiltration issues. We recommend painting the north [photo P-4] and east [photo P-6] elevations of the building for aesthetic purposes only.

Windows:

While there is no evidence of water infiltration, the existing windows [photo P-3] do not provide adequate insulation from outside conditions. We recommend replacement of 22 – 6'x6' windows at a cost of \$3,247.00 per opening. We also recommend replacing the 4 – 9'x6' windows at a cost of \$4,270.00 per opening. Replacement windows are budgeted to be fixed aluminum frame with low-E glass. On the west side of the first floor there is an opportunity to let in more natural light through use of aluminum framed storefront and glass on a majority of the west wall. This would open up the Meeting Room Space to make it an inviting location for meetings. Another consideration related to windows would be the addition of roller shades for sun blocking. The direct sunlight through the west facing windows could cause challenges for events that take place at or around sunset. This cost for roller shades is included in our budget on page 17.

Asbestos:

It does not appear that there is a significant amount of asbestos to be abated within the building. Based on the age of the vinyl composite tile (VCT) located on west side [photo P-18] of the second floor, approximately 25' wide, we anticipate it may contain asbestos. The budget provided on page 17 includes abatement costs for removal.

ACOUSTICAL CONSIDERATIONS

One item to consider is the acoustics on the second floor for the ballroom space. We are intending to leave that space as a concrete floor. The acoustics will be challenging when someone is speaking at a microphone with the concrete floor, roof, and walls. We would recommend a product such as Melody Panels which is budgeted for on page 17.

Melody mScores are recycled polyester, sound-absorbing wall panels, which feature full wall applications, shape clusters, and individual shapes. Melody mScores create an acoustically comfortable environment. Melody mScores are tackable, and come in six standard shapes. A wide variety of custom shapes are offered. mScores are available in 5 colors, White in 1" and 2" thick. Colors Black, Silver, Pewter and Khaki are available in 1" thick only. An example of a sound absorption mounting can be found below:



MECHANICAL/ELECTRICAL CONSIDERATIONS

Mechanical Considerations:

For temperature control (HVAC), we anticipate four (4) new roof top units for the new banquet hall on the second floor. We anticipate relocating the existing furnaces [photo P-7] and providing and installing two new exhaust fans (one for each restroom on the first floor and second floor). This would include new ductwork, insulation, test and balance and stand-alone controls. The proposed kitchen equipment plan will require a new 104" type 1 grease hood, 60" type 2 hood, and a 48" condensate hood with a MAU and an ansul system. We have also included all the necessary gas piping for HVAC equipment and the kitchen area.

We anticipate a new 6" fire/domestic water line will be required. Additionally for plumbing, we have included the waste piping, vent piping, and water piping for the following areas:

1. Bar on the Main Level
2. Men's and Women's Restroom on the Main Level
3. Kitchen on the Second Floor
4. Men's and Women's Restroom on the Second Floor
5. Bar on the Second Floor

Electrical Considerations:

The budget proposed is aimed at both an economical as well as a functional design. The wiring is an industrial type installation with surface mount Electric Metallic Tube (EMT) conduit and standard boxes that will fit the building well. Lighting allowances are based on basic industrial lighting that will be fully functional. The service is an 800 amp 120/208 3-phase service that will accommodate the building HVAC systems, commercial kitchen, as well as both the new and existing elevator. Additional coordination with the Utility company will be required, as we were unable to get information from them on what their plan would be and any cost implications. The A/V budget is based on providing a system that will allow the building to be used for quality functional events. The exterior of the building will have lighting around the perimeter as well as outlets for the outdoor seating area.

KITCHEN EQUIPMENT CONSIDERATIONS

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Kitchen Equipment:

The current budget assumes for a full commercial kitchen and is included on page 18 of the budget. The kitchen equipment recommended for the space includes the following:

- Hand Sink
- 2 36" Stainless Steel work/prep tables
- 1 48" stainless steel work/prep table
- 1 72" stainless steel work/prep table
- 1 168" stainless steel work table with integrated sink
- 1 stainless steel 3 compartment sink
- 1 soiled dish table
- 1 clean dish table
- 1 stainless steel wall mounted shelf
- 1 Mobile plate and dish dispenser
- 1 Hot food serving counter
- 2 Mobile heated cabinets
- 1 bussing utility cart
- 1 disposal
- 3 44 gallon commercial waste containers
- 2 Electric combi ovens
- 1 Commercial grade microwave
- 1 reach in freezer
- 1 reach in refrigerator
- 1 ice maker
- 1 condiment dispenser
- 2 cup/glass dispensers
- 1 beverage dispenser with 2 dispensing heads
- 1 nugget style ice machine and dispenser
- 1 sanitizing dishwasher
- 1 booster heater (for use with dishwasher)
- A hood will be required for this equipment and has been included in the mechanical budget

****Additional information is available for all items listed above.***

CONSTRUCTION BUDGET

GENERAL CONDITIONS	\$111,676	
ASBESTOS ABATEMENT	\$7,000	
DEMOLITION	\$55,247	
SITEWORK		
Earthwork	\$19,500	
Concrete Paving (Outdoor Garden)	\$25,200	
Landscaping/Plantings	\$10,000	
SITEWORK	\$54,700	
MASONRY	\$6,800	
WOOD & PLASTICS	\$88,741	
THERMAL & MOISTURE PROTECTION	\$2,117	
DOORS & WINDOWS		
Aluminum Doors and Frames	\$82,000	
Overhead doors	\$18,770	
HM Frames & Wood Doors	\$34,767	
DOORS & WINDOWS	\$135,537	
FINISHES		
Drywall	\$87,358	
Ceramic Tile	\$31,560	
Acoustical Ceilings	\$33,954	
Acoustical Panels	\$104,400	
Flooring (Carpet & Polish)	\$17,085	
Painting	\$55,135	
FINISHES	\$329,492	
SPECIALTIES	\$20,288	
FURNISHINGS (Window Treatment)	\$12,500	
PASSENGER ELEVATOR	\$105,000	
MECHANICAL		
Mechanical Complete (Plumbing and HVAC)	\$677,515	
Fire Sprinkler System	\$53,900	
MECHANICAL	\$731,415	
ELECTRICAL (includes allowance for A/V System)	\$371,500	
TOTAL	\$2,032,013	\$2,032,013

CONSTRUCTION FEES

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Insurance	\$ 2,022	
Performance Bond (if required)	\$ 12,976	
Architect Fee (5.5%)	\$ 111,761	
Kitchen Equipment	\$ 115,816	
Contingency	\$ 25,000	
Subtotal	\$267,575	\$2,299,588
Overhead (5%)	\$114,979	\$2,414,567
Fee (4%)	\$ 96,583	
	TOTAL	\$2,511,150

FACILITY PHOTOS

Item 1.

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WEST ELEVATION
P-1



SOUTH ELEVATION
P-2



EXISTING WINDOW
P-3



NORTH ELEVATION
P-4



NORTH ELEVATION
P-5



EAST ELEVATION
P-6

FACILITY PHOTOS

Item 1.

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EXISTING HVAC UNIT
P-7



EXISTING WATER LINE
P-8



EXISTING WATER LINE
P-9



WIDE FLANGE BEAM STRUCTURE
P-10



WIDE FLANGE BEAM STRUCTURE
P-11



STRUCTURAL CONCRETE DECK
P-12

FACILITY PHOTOS

Item 1.

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WEST INTERIOR ELEVATION
P-13



EXISTING SOUTH WINDOW
P-14



EXISTING BLOCK INTERIOR WALL
P-15



CLOSE UP OF EXISTING BLOCK INTERIOR
P-16



BOARD FORMED CONCRETE
P-17



POTENTIAL ASBESTOS CONTAINING TILE
P-18

Event Center Q & A

1. Who is on the event center committee?

A: President – Jim Kullmer, Vice President – Kent Nelson, Treasurer – Sarah Lewis, Secretary – Deb Howard, Board member – Josh Ehn

More members for the Board will be added in the near future as the project progresses.

2. How large is the building being proposed as the new event center?

A: Each floor is 10,500 sq. ft. including the basement, the total building is 31,500 sq. ft.

3. Why does Oelwein need a new event center?

A: Many weddings and events are going out of town each year due to insufficient seating capacity and amenities. The lost economic impact to our community is significant. Having a larger facility with desired amenities will draw events from Oelwein and surrounding areas.

4. Why did the possible location get chosen at 137 South Frederick?

A: The opportunity to renovate a historic building became available as the current tenant is building a new location. Once the building was toured by the committee, the open floorplan and available space were appealing and fit well with the vision of the committee.

5. Did the committee do any research or due diligence?

A: The committee toured four area event facilities including newer pole building structures and renovated historic buildings, as well as researching dozens of other area facilities. The toured facilities provided information on their operations, building successes, financials and other tips and pertinent information pertaining to their projects. Many great ideas were developed from the information that was provided.

6. Why is the event center going from an old building to an older building?

A: The Plaza served its purpose for many decades and was in deteriorating condition. It was determined by the City of Oelwein and Structural Engineers inspecting the parking lot bridge, that the condition of the property would require extreme repairs. Completing the repairs would not increase the seating capacity or provide ample room for desired amenities.

The building located at 137 South Frederick was built in 1919 and was originally constructed using 48" steel bridge girders and concrete floors and ceilings and brick on block walls. The building is structurally sound and provides enough floor space for all desired amenities and seating capacity. The prospects for businesses to occupy a building of this size are very limited and most likely, the building would remain empty in

our downtown business district. Revitalizing this building, that has been a historic mainstay in our community for over 100 years, was important to the committee and completed our vision of offering a unique event experience to our community and surrounding areas.

7. Where will cars park for events held at the new location?

A: The parking lot area to the North of the building and East across the alley will be property owned by the event center. The committee recognizes that this will not provide ample parking for larger events, but within a one block radius there are hundreds of public parking lots and street parking that will be available.

8. What will be the seating capacity at the new facility?

A: The seating capacity in the upper event space will be approximately 450-500, with the exact number to be determined. The lower level, will include a meeting room, that could potentially hold approximately 50-60 people, Bride and Groom rooms, office and main level bar with another seating capacity of approximately 100. All seating capacities will be determined **when** architectural plans are finalized.

9. How will funds be raised?

A: A large fundraising campaign will be initiated after the structural and building assessments are completed, purchase is confirmed, and the projected renovation costs are received. Funding will be requested from Charitable organizations, businesses and individuals. The event center has applied for 501(c)3 status and will be able to accept tax deductible donations.

10. How will the center operate once it is built?

A: The projected number of events and weddings will sustain the yearly expenses. Included in the budget will be a reserve for the first one to two years of operation to establish the operation.

11. Who will manage the facility?

A: The event center will employ a full time event coordinator who will be in charge of day to day operations, coordinating events, and marketing the facility.

12. When will construction start and when will it be finished?

A: Possession of the proposed property is scheduled for the beginning of **2022**. As soon as sufficient funds are in place and plans are ready, renovation will begin shortly after possession. A target date of completion is projected to be the end of **2022 or early 2023**.

13. How will the new center impact existing rental facilities in town?

A: The existing facilities should not be negatively impacted, as they should be able to sustain their normal rentals. Each facility offers a unique experience and the new facility should not change that. It is not the intent of the committee to take events away from

the other facilities, but to capture those who are leaving town for receptions and other events. The City, Schools and area businesses will be able to host larger meetings with a space that offers options for small group roundtables, break-out sessions and more with the multi-level spaces.

14. Why didn't the committee choose to expand or purchase an existing facility?

A: The existing facilities are owned and managed on a local level. Those owners have reached out to the committee to discuss the options that already exist. To provide the amenities and capacity that is in the committee's vision, expansions and many improvements to those facilities would be needed and would be cost prohibitive.

15. Why did a renovation of an old facility be decided vs. building a new facility?

A: The cost of renovation and historic preservation were the leading factors in choosing the potential site. The committee extensively researched both options and decided to take advantage of the incredible building that will provide a very unique and memorable experience. The building has a "wow" factor, even before any renovations, that cannot be found in new buildings.

16. What will the design look like?

A: The vision of the committee is an industrial, yet modern feel. The decorating choices of brides and groups renting the facility will have many possibilities and it will fit into the themes of many styles. The wide-open floorplan of the main ballroom will not have support posts or any structural obstructions and will offer a large, yet comfortable atmosphere to any event.

17. How much will it cost to renovate?

A: A final cost estimate has not yet been determined, but hoping not to exceed \$2.5M.

18. How many events will the event center project per year?

A: It is the goal to have the center rented each weekend throughout the year with additional events and rentals during the weekdays. Plaza rentals have historically been approx. 100 rentals per year by individuals, including 5-10 weddings per year and corporate rentals have averaged 60 per year. The committee estimates 15-20 local weddings leaving Oelwein to have receptions in surrounding communities each year.