



# CITY OF MAPLE PLAIN

City Hall / Library Concept Study | June 22, 2026

## MEMORANDUM

|       |                                                                       |
|-------|-----------------------------------------------------------------------|
| TO:   | Mayor and City Council                                                |
| FROM: | Mark Kaltsas, City Planner                                            |
| CC:   | Jacob Schillander, City Administrator                                 |
| DATE: | June 22, 2026                                                         |
| RE:   | City Hall / Hennepin County Library – Joint Development Concept Study |

## PURPOSE

The purpose of this memorandum is to provide the City Council with a high-level overview of the City of Maple Plain's ongoing discussions with Hennepin County regarding the potential joint development of a new City Hall and Hennepin County Library facility. Staff is seeking an initial direction and discussion from the City Council on the viability and desirability of moving this project forward.

## BACKGROUND

The City of Maple Plain has been exploring the possibility of constructing a new City Hall and public library facility for nearly a decade. The discussion first gained momentum in 2018, when the City began preliminary conversations with Hennepin County regarding the potential co-location of a new Hennepin County Library branch within a joint City Hall facility. At that time, Hennepin County expressed interest in the concept but ultimately was not in a position to advance the project, and discussions were placed on hold.

Recently, Hennepin County has renewed its interest in a new library facility in Maple Plain and has re-engaged with City staff. Over the past several months, staff has held multiple meetings with City staff, builders, and the Hennepin County Facilities Director to discuss project scope, programming needs, potential building locations, and preliminary financial parameters. These conversations have been productive and have moved the project from concept to a point where it is appropriate to bring the matter to the City Council for initial direction.

## PROPOSED BUILDING – DESCRIPTION AND SPACE PROGRAM

### Building Overview

The proposed City Hall and Library is envisioned as a single-story, slab-on-grade building totaling approximately 6,000 square feet. The building would be designed to house both City Hall functions and a Hennepin County Library branch under one roof, with a shared lobby as the primary point of entry. The building would be divided into two functional wings; one for City Hall operations and one for the Library, while sharing common elements including the lobby, restrooms, and site amenities.

### City Hall Wing – Approximately 3,500 Square Feet

- **Community/Council Room** – A multi-purpose room for City Council meetings, public hearings, and community gatherings

- **Primary Office and Staff Workspace** – Enclosed office space for the City Administrator and other senior staff, plus several open workstation cubicles for support staff
- **Front Counter / Reception** – A public-facing reception and service counter for walk-in residents and permit applicants
- **Conference Room** – A dedicated internal meeting space for staff and small group meetings
- **Kitchen / Break Area** – A shared staff kitchen and break room
- **Shared Lobby and Restrooms** – Shared with the Library wing; ADA-compliant restrooms serving both sides of the building
- **Copier / Support Room** – A dedicated utility/support room for office equipment and storage

#### Library Wing – Approximately 2,500 Square Feet

- **Library Collection and Open Floor Area** – Open public library space for the circulating collection, reading areas, and public computer access
- **Library Meeting Room** – A dedicated meeting or program room for library events, story time, and small group use
- **Library Staff Office** – Staff workspace for Hennepin County Library personnel
- **Shared Lobby** – Shared entry vestibule with the City Hall wing, creating a unified civic front door for the community

### CONCEPTUAL FLOOR PLAN

The following conceptual floor plan illustrates the proposed layout of the City Hall and Library wings. This plan is schematic in nature and is intended to demonstrate building scale, space relationships, and overall fit. Final programming and design would be subject to further study and refinement.

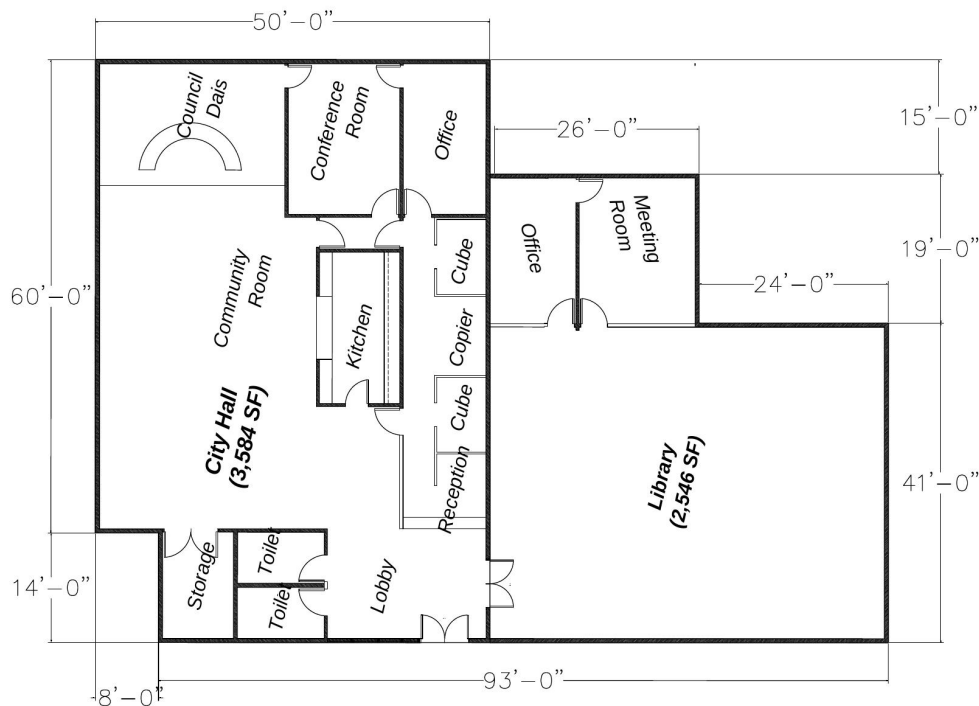


Figure 1 – Conceptual Floor Plan, City Hall / Hennepin County Library, City of Maple Plain (schematic, not to scale)

## CONCEPTUAL BUILDING RENDERING

The following rendering illustrates the potential character and appearance of the proposed joint City Hall and Library facility. The building concept features natural stone and wood accents, large storefront glazing, and a civic-scaled entry that presents a welcoming and professional image for the City and the County. The rendering is illustrative only and is intended to convey building scale, massing, and general aesthetic direction.



Figure 2 – Conceptual Building Rendering, City Hall / Hennepin County Library, City of Maple Plain (illustrative only)

## POTENTIAL PROJECT LOCATIONS

The City has preliminarily explored two possible locations for the proposed City Hall and Library facility. Both sites have been studied at a high level to assess feasibility, site fit, parking adequacy, and overall suitability. A more detailed site analysis would be required as the project advances.

- **Option A – Existing Library Site (Main Street)**

The existing Hennepin County Library site on Main Street is one candidate location. This site benefits from its established civic visibility and pedestrian character within the downtown core, and its existing use as a library provides a natural programmatic fit. On-street parking along Main Street would be supplemented by off-street parking designed for the new facility. Key considerations include site size, potential redevelopment constraints, and the need to relocate the existing library during construction.





Figure 4 – Option B Site Location on Pioneer Ave., City Hall / Hennepin County Library, City of Maple Plain (schematic, not to scale)

Both sites have been reviewed at a conceptual level to confirm that a building of this program size and configuration can be reasonably accommodated at each location. The City has not yet completed a formal site analysis or comparative evaluation. Staff is seeking Council direction on which site, or whether both sites, should be studied in greater depth.

## PRELIMINARY FINANCIAL FRAMEWORK

### Project Cost Estimate

The City has worked with a local builder to obtain an initial opinion of probable cost to construct the proposed building. These figures are preliminary in nature, based on schematic-level information, and are subject to revision as the project scope is further defined. The estimated project cost is as follows:

| Item                              | Estimate    |
|-----------------------------------|-------------|
| Total Estimated Construction Cost | \$2,000,000 |

|                                                                     |              |
|---------------------------------------------------------------------|--------------|
| City Hall Wing (approx. 3,500 SF)                                   | ~\$1,165,000 |
| Library Wing (approx. 2,500 SF)                                     | ~\$835,000   |
| Note: Hennepin County to fund library interior finishes / furniture |              |

*Note: These are preliminary estimates only and include a preliminary estimate of soft costs (architecture, engineering, legal, financing), site work, or contingency. A more detailed cost estimate would be prepared as part of a formal project development process.*

### Hennepin County Financial Participation

Initial discussions with Hennepin County indicate that the County would participate in the project financially in two ways:

- **Library Interior Finishes and Furnishings**

Hennepin County has indicated a willingness to fund the interior finishes, fixtures, and furniture associated with the build-out of the library wing. This would reduce the City's net construction cost attributable to the library space.

- **Monthly Lease Payment**

Hennepin County has indicated a willingness to pay the City a monthly lease amount commensurate with the County's current operations and maintenance budget for the existing Maple Plain Library branch. The specific lease amount has not been fully defined and would be subject to negotiation and County Board approval. A County lease payment would help offset the City's annual debt service obligation on any bonds issued to finance the project.

These financial parameters are preliminary and have not been formalized. Any partnership with Hennepin County would require a formal joint development agreement, a County lease agreement, and appropriate review and approvals by both the City Council and the Hennepin County Board of Commissioners.

### Estimated City Debt Service – General Obligation Bonds

If the City were to finance the project through the issuance of General Obligation bonds, the following debt service estimates apply, based on a \$2,000,000 bond issue at a 4.0% interest rate (rate estimated for conversation purposes only) over a 30-year term. These figures represent the City's gross debt service obligation prior to any offset from a Hennepin County lease payment:

| Debt Service Parameter        | Amount                          |
|-------------------------------|---------------------------------|
| Bond Amount                   | \$2,000,000                     |
| Interest Rate (assumed)       | 4% per annum                    |
| Term                          | 30 Years (360 monthly payments) |
| Estimated Monthly Payment     | \$9,548                         |
| Estimated Annual Debt Service | \$114,580                       |

For context, a Hennepin County lease payment equivalent to even a portion of the estimated annual debt service of \$114,580 would meaningfully reduce the City's net annual cost of the project. For example, a monthly lease payment of \$3,500 (~\$42,000/year) would offset the City's annual debt service obligation, reducing the net annual City cost to approximately \$72,580/year or \$6,048/month.

## NEXT STEPS AND STAFF REQUEST

Staff is not requesting formal action from the City Council at this time. The purpose of this memorandum and the accompanying discussion is to:

- Provide the City Council with the background and context of the City's work with Hennepin County on this project;
- Share the preliminary building program, floor plan concept, building rendering, and probable cost estimate developed to date;
- Introduce the two potential project locations (Main Street library site and Pioneer Avenue City property) for Council's initial consideration;
- Present the preliminary financial framework, including estimated debt service and the anticipated Hennepin County financial participation; and
- Receive initial direction from the City Council on whether to continue advancing the project and, if so, on which site or sites further study should be focused.

Depending on the Council's direction, potential next steps could include engagement of an architect or design professional to advance a more formal study and schematic design, more detailed site-specific feasibility analysis for one or both locations, further negotiation with Hennepin County on the financial terms of a partnership, and formal solicitation of bond counsel and financial advisor input on project financing options.

## ATTACHMENTS

- Conceptual Floor Plan – City Hall / Hennepin County Library
- Conceptual Site Plans – City Hall / Hennepin County Library
- Conceptual Building Rendering – City Hall / Hennepin County Library

