

MASTER PLANNING SERVICES

# PARK MASTER PLAN

THE CITY OF BREEZY POINT

JULY 3, 2025



Kerry Park – International Falls Comprehensive Park Master Planning

**WIDSETH**

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**JILLIAN REINER PLA, RSP1, VP**

Project Manager

Professional Landscape Architect

320.335.5011

Jillian.Reiner@widseth.com

# PROJECT OVERVIEW

The City of Breezy Point is building on recent park improvements, including the relocation of a small park shelter and development of a large, beautiful community garden by undertaking a comprehensive Master Park Plan for the City Hall Campus. These enhancements have already made the park a more welcoming and active community space, and the city now seeks to build on this momentum with a thoughtful, long-range vision for the park.

The goal of the Master Plan is to guide future development in a way that maximizes community benefit, enhances recreational opportunities, improves accessibility, and ensures the park remains a vibrant, inclusive space for years to come. The plan will be shaped through meaningful public engagement and aligned with the goals of the park and Recreation Committee, resulting in a clear and actionable road map for future improvements.

In addition to design recommendations, the plan will include strategies for phased implementation and funding, ensuring the city can pursue improvements in a fiscally responsible and sustainable manner.

## PROJECT TEAM ROLES & RESPONSIBILITIES

Our multidisciplinary team brings together technical expertise and creative vision to deliver a successful master park plan. This team will collaborate closely with the City's Park and Recreation Committee and community stakeholders to complete the tasks outlined in the project scope. The project will be led by our landscape architecture team in collaboration with City Engineer Nick Peterson. We will consult with our funding department on Task 3, Funding Strategy Development, to provide feedback on our proposed strategy.



**NICK PETERSON EIT**  
City Engineer  
Technical Guidance, Infrastructure  
Coordination, and Review

Nick supports site and linear design projects by assisting with layout, grading, stormwater management, and construction observation. His experience includes water system studies, water quality improvements, and road rehabilitation with responsibilities spanning production sheets, quantities, and cost estimates.



**JILLIAN REINER PLA, RSP1, VP**  
Project Manager,  
Professional Landscape Architect  
Project Coordination, Conceptual Planning,  
and Public Engagement

Jillian specializes in park design and multi-phase development, with a focus on creating community-centered outdoor spaces that balance recreation, accessibility, and sustainability. Her expertise in native planting, green infrastructure, and stakeholder engagement helps transform underused areas into vibrant, resilient public assets.



**RYAN HERMES ASLA**  
Landscape Designer  
Graphics, Renderings, and  
Plan Refinement

Ryan is a landscape designer who creates memorable pedestrian experiences by seamlessly integrating built and natural environments. He prepares and oversees a range of landscape architecture deliverables, including conceptual plans, presentation graphics, construction details, and final documents.



**ZOE HOFFMAN**  
Landscape Designer  
Research, Cost Estimating, and  
Production Support

Zoe specializes in conceptual design, regularly working on site layouts, circulation, and programming for projects of all sizes. She supports landscape and multidisciplinary teams by developing graphics, cost estimates, construction documents, and assisting with construction administration.

# ESTIMATED TASK & HOUR BREAKDOWN

As outlined in the RFP, the City has laid out a clear process for developing the Campus Master Park Plan. In response, our team is providing a detailed breakdown of the steps required to complete each task. Each step has been assigned an estimated duration based on our experience with similar projects, ensuring transparency and helping the city understand the time and effort needed to carry out this work successfully.

## TASK 1: SITE VISIT & PRELIMINARY MASTER PLAN DESIGN

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
PARK & RECREATION MEETING, SITE VISIT	City Engineer, Project Manager, Landscape Designer	12	Attend meeting, site review, establish goals & timeline
BASE MAP & SITE ANALYSIS	Landscape Designer, City Engineer	8	Create existing conditions map, review site utilities/infrastructure
CONCEPTUAL DESIGN DEVELOPMENT	All Designers	40	Develop 3 high level concept alternatives and supporting graphics to convey ideas
DEVELOP PREFERRED MASTER PLAN	Project Manager, Landscape Designer	24	Develop preferred master plan prepare maps & supporting high level 3D renderings for public open house
HIGH LEVEL COST ESTIMATE FOR PREFERRED OPTION	Landscape Designer	2	Create high-level estimates based on concepts
PUBLIC OPEN HOUSE PREPARATION	Full team	10	Prepare boards, visuals, and handouts
PRESENTATION AT PUBLIC OPEN HOUSE	City Engineer, Project Manager, Landscape Designer	8	Attend open house, facilitate discussion
OPEN HOUSE FEEDBACK SUMMARY	Landscape Designer	2	Compile feedback for presentation to Park & Recreation Committee

**SUBTOTAL TASK 1: 106 HOURS = \$12,900**

## TASK 2: FINAL MASTER PLAN COMPILATION

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
FINAL PLAN REFINEMENT	Landscape Designer	12	Synthesize data, integrate feedback, finalize preferred plan
RENDERINGS & HIGH-RESOLUTION GRAPHICS	Landscape Designer	24	Update final visual materials – 3D photorealistic rendering
WRITTEN NARRATIVE	Project Manager, Landscape Designer	10	Compose project summary, goals, public input, design intent
PARK COMMITTEE PRESENTATION	Project Manager, City Engineer	4	Prepare and present compiled plan for review

**SUBTOTAL TASK 2: 50 HOURS = \$7,500**

## ESTIMATED TASK & HOUR BREAKDOWN=

### TASK 3: FUNDING STRATEGY DEVELOPMENT

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
GRANT RESEARCH & STRATEGY	Landscape Designer, Funding Specialist	4	Identify relevant grant programs and funding partners
BUDGET PLANNING	Project Manager, Civil Engineer	8	Incorporate \$50K annual budget, outline cost/funding strategy
FINAL FUNDING REPORT	Landscape Designer, Funding Specialist	20	Prepare summary report and recommendations
SUBMIT TO THE CITY FOR FINAL REVIEW	Project Manager	2	Prepare and present compiled plan for review

**SUBTOTAL TASK 3: 34 HOURS = \$5,100**

**TOTAL ESTIMATED HOURS: 190 HOURS = \$25,500**

### OVERVIEW OF ALL TASKS AND FINAL DELIVERABLES

- Preliminary Master Plan with conceptual site plan and high-level cost estimates
- Public open house presentation and compiled community feedback
- Final Master Park Plan document with detailed site maps, renderings, and written narrative
- Presentation of the final plan to the Park and Recreation Committee
- Funding strategy report outlining grants, partnerships, and annual budget planning

### PROJECT COMPLETION

The final deliverables from all three tasks will be provided in both digital and print formats. The selected firm will be available to attend a final presentation or meeting to answer any remaining questions and assist with the next steps for implementation.

Additional tasks listed in the RFP are already incorporated into our proposed process, with the exception of a potential additional site survey. The need for this survey will be determined after we review existing site information with the City. If deemed necessary, we estimate the cost of additional survey work to range between \$3,500 and \$5,000, depending on the desired level of detail.



# RELATED PROJECTS

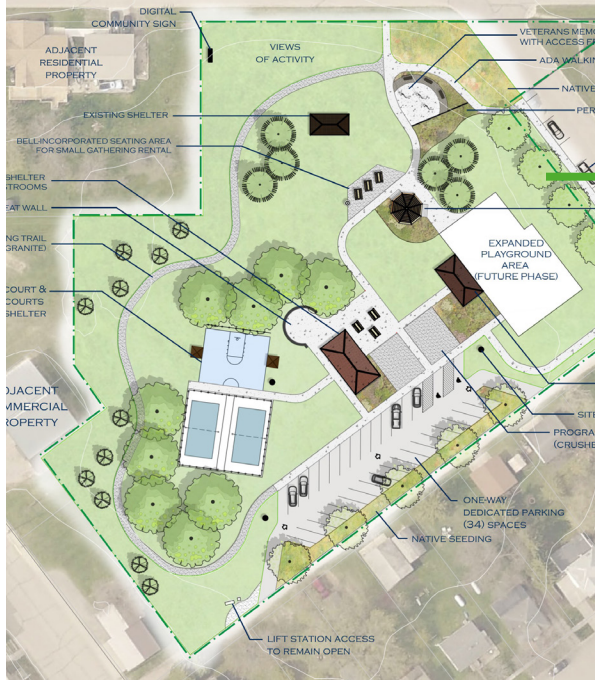


## WANNIGAN REGIONAL PARK Frazee, MN

Widseth has been working with the Frazee Development Corporation (FDC) since 2023, preparing their final funding application through the FRMPTC portal. Our team joined this effort in the creation of a new regional park shortly after the park was given ‘high’ designation within the GRMPTC system. Our goals and objectives were to lead the GRMPTC master planning process, submit the plan, and prepare their first funding application to be submitted in July of 2024 to begin construction of the first phase of a future 168-acre natural-based resource park. Our experience with the GRMPTC and process has assisted their team in a collaborative process that has provided the community with a plan that they feel they had a part in creating after our public process and something that is phased into manageable steps for the City to maintain for years to come.



## RELATED EXPERIENCE



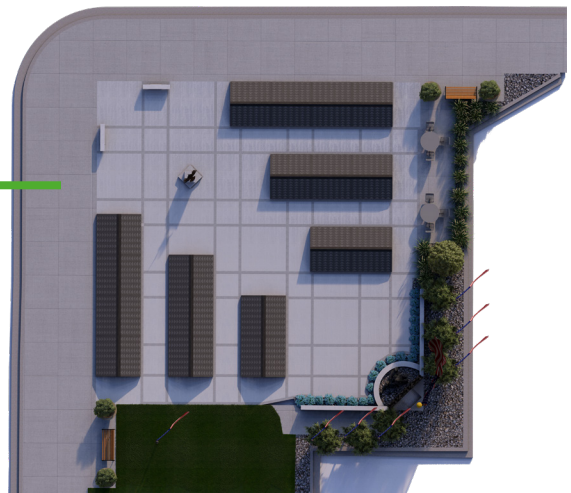
### HOFFMAN VETERANS CITY PARK MASTER PLAN Hoffman, MN

In 2024, the City hired Widseth to develop initial concepts for an existing neighborhood park to pay tribute to local veterans and accommodate the recreational needs of community members. With existing, limited infrastructure and aging site furnishings, Widseth looked at options for increasing site access, circulation, and facilities to support large community events, gatherings, and seasonal activities. Widseth participated in public engagement and park open houses, presenting concepts and gathering feedback to develop a final master plan and cost estimate. Once approved, Widseth assisted the City by writing and compiling a grant application to secure funding through the Minnesota Department of Natural Resources.

### MOWER COUNTY VETERANS MEMORIAL PARK Austin, MN

In 2023, the Mower County Veterans Memorial group hired Widseth to work alongside them to develop improvements to the Mower County Veterans Memorial in Austin, MN. Widseth conducted an initial community engagement event with the Veterans Society of Austin, MN, where key concerns were identified, including overall site maintenance, pavers on the ground and frequently walked on, and the overall lack of an inviting atmosphere. The project had a strict budget, as it is a small site funded by non-profit dollars. To meet this budget,

Widseth provided detailed construction estimates from conceptual design through final construction documentation. After multiple conceptual iterations were presented and refined as a group, Widseth generated plans and renderings to support the client's fundraising efforts. Construction documents were compiled, signed, and put out for bid in Fall 2024. The project is currently under construction and has come in under budget.





# WiDSETH

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SCIENTISTS ■ SURVEYORS

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