

Project Planning: Attachment A
City of Gustavus
PROJECT DEVELOPMENT SHORT FORM

Project Eligibility: All projects may start with a Project Development Short Form. More complex projects will require the Project Development Long Form. Complex projects include those with a multi-phase, multi-year planning and implementation process, significant funding requirement, and/or broad impact.

Does the proposed project represent a complex project? YES NO

If no, please fill out the additional Project Budget section of this form.

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES NO

Will the project provide broad community benefit? YES NO

If you answered yes to any of the above questions, please provide the following additional information.

1. Project title: Heavy Equipment Procurement - CAT 950 Wheel Loader with Forks and Snowplow Attachment

Project description and benefit. Describe the project in half a page or less, including specific features /affected parties?

The City of Gustavus requires an adequately sized, versatile wheel loader to protect, manage, and maintain local assets, most importantly our almost 24 miles of gravel roads, parking lots, and includes other operational needs such as at the DRC and gravel pit, that undersized equipment cannot handle.

Extremely outdated, in some cases undersized, and unreliable private equipment results in high rental costs, equipment downtime, additional contractual costs, causes delays in emergency responses, and puts critical infrastructure and public assets at risk. Enhanced capability is needed for emergency cleanup, snow removal, and securing areas, thereby protecting public safety and reducing liability and must be a priority for the City.

Acquisition of a new machine to successfully execute winter and supplementary road and drainage maintenance activities and assisting with other city operations, without disruption of services, will enhance risk mitigation, provide for operational proficiency, and provide long-term cost savings. Investing in this loader is an initiative-taking, necessary measure to protect local assets from deterioration and damage. It will provide a return on investment through improved operational efficiency, and improved response times to emergencies.

Specifications attached.

2. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date. **Quote has been obtained from Juneau, Alaska branch of NC Machinery using Sourcewell, which applies a significant municipal discount.**

This was discussed at 1/26/2026 City Council Work Session and agreed it should be part of the CIP and a priority to include in CAPSIS.

3. Project cost:

- A. TOTAL COST (including funds already secured) = \$ **538,530.00**
- B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ _____ Construction costs = \$ _____

4. Timeline: Indicate when you hope to complete each phase of the project. **Equipment delivered and in place by 10/15/2026**

- A. For projects that consist of land or equipment purchase only, state when the purchase would be made: **Approximately 6 months prior to delivery (lead time for manufacturing)**

For construction projects:

- B. Preconstruction phase to be completed by N/A
- C. Construction phase to be completed by N/A

5. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.



6. Date and name of person submitting form. **1/27/2026 Kenneth J. Marchbanks**

Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$1800
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies (fuel, oil, lube)	\$15,000
Waste disposal	\$	Utilities	\$
Equipment	\$503,230	Insurance	\$8,000
Freight	\$10,000	Repair & maintenance	\$6,000
Contingencies	\$5,300	Other (list)	\$
Other (list) Chains/studs	\$20,000	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

See attached Specifications sheet.