

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

October 15, 2019



Pete Ricketts, Governor

Fred Mytty
Dodge County Clerk
435 N Park Rm 102
Fremont NE 68025-4977

Appendix Item # 21
Date 11-6-2019

The enclosed **YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT** form is the basis for determining your calendar year 2019 Incentive funds. **Please return the following documents to us by December 31, 2019:**

- **Year-End Certification of County Highway Superintendent** form. **Note: If more than one individual or the County Board provided superintending services during the calendar year, list each successive superintendent on a separate form.** If your county did not have an appointed County Highway Superintendent, write "County Board" as the name of "Superintendent."
- **Meeting minutes: (only required for an appointed County Highway Superintendent).** A copy of the County Board meeting minutes showing the appointment of the County Highway Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), the type of appointment, i.e., employed, contract (consultant or interlocal agreement with another county and/or incorporated municipality), and the **beginning date of the appointment.**
- **Resolution:** A copy of a resolution of the County Board authorizing the signing of the Year-End Certification of County Highway Superintendent form by the County Board Chairperson.

Failure to return the certification, meeting minutes and resolution may result in your county not receiving an Incentive Payment for Calendar Year 2019. Payment is scheduled for February 2020. Reference Neb. Rev. Stat. §39-2505.

Please let me know if you have any questions. Email: lemoyne.schulz@nebraska.gov, Phone: (402) 479 4436
Fax: (402) 479-3525.

Sincerely,

LeMoyne D. Schulz
Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
LDS/bex12-zm

Enclosures

Kyle Schneweis, P.E., Director

Department of Transportation

Board of Examiners for County Highway and City Street Superint
1500 Highway 2
PO Box 94759
Lincoln, NE 68509-4759

OFFICE 402-479-4436
ndot.blshelp@nebraska.gov

dot.nebraska.gov

RECEIVED
2019 OCT 15 PM 12:13
DODGE COUNTY, NEBRASKA
FRED MYTTY, COUNTY CLERK

Year-End Certification of County Highway Superintendent

For Determining Incentive Payment

January 1, 2019 to December 31, 2019

*This certifies that Scott Huppert, License Number S- 1402 Class A,
(Print name of Superintendent as appears on license card) (A or B)
was the appointed County Highway Superintendent of Dodge County
(Print name of County)
from January 1, 2019 to December 31, 2019
Month Date Month Date

and actually performed all of the following duties:

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units;
2. Developing an annual program for design, construction, and maintenance;
3. Developing an annual budget based on programmed projects and activities;
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets.

And further certifies that the superintending services of the above listed individual were provided by: (Check one)

- Employment with this County Contract (consultant) with this County Contract (interlocal agreement) between this County and the following listed County(ies) and/or Municipality(ies)

Signature of County Board Chairperson

* If more than one individual or the County Board provided superintending services during the calendar year, list each successive superintendent on a separate form. The amount will be computed based on (a) your most recent Federal Census, rural population; (b) whether or not your county appointed a licensed County Highway Superintendent for all 12 months; (c) class of license, A or B; (d) whether your Superintendent is employed, or under contract (consultant or interlocal agreement with another county and/or incorporated municipality); and (e) whether or not the Superintendent performed all of the duties listed. Reference Neb. Rev. Stat. §§39-2501 through 39-2505. **If your county did not have an appointed Superintendent, write "County Board" as the name of "Superintendent."** Failure to return the certification, meeting minutes and resolution may result in your county not receiving an Incentive Payment for Calendar Year 2019.

Note: In addition to this annual, Year-End certification of superintendent to the Nebraska Department of Transportation, (due December 31st), the county is also responsible for filing the "County Annual Certification of Program Compliance" form with the Board of Public Roads Classifications and Standards (due October 31st). Reference Neb. Rev. Stat. §§39-2115, 39-2119, 39-2120, 39-2121 and 39-2510(2).



Return the completed original certification, meeting minutes and resolution by **December 31, 2019 to:**

Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT FORM
2019

Resolution No. _____

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2501 through 39-2505 details the requirements that must be met in order for a county to qualify for an annual Incentive Payment;

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each county must annually certify (by December 31st of each year) the appointment of the County Highway Superintendent to the NDOT using the Year-End Certification of County Highway Superintendent form;

Whereas: The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the County Highway Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), the type of appointment, i.e., employed or under contract (consultant, or interlocal agreement with another county and/or incorporated municipality), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of County Highway Superintendent form shall be signed by the County Board Chairperson and shall include a copy of a resolution of the County Board authorizing the signing of the Year-End Certification of County Highway Superintendent form by the County Board Chairperson.

Be it resolved that the County Board Chairperson of Dodge County is hereby
(Print Name of County)
authorized to sign the attached Year-End Certification of County Highway Superintendent form.

Adopted this _____ day of _____, 20____ at _____, Nebraska.
(Month)

County Board Members

_____	_____
_____	_____
_____	_____
_____	_____

County Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call: _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted; signed and billed as adopted.

Attest:

(Signature of Clerk)