

NEBRASKA

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DEPARTMENT OF TRANSPORTATION

Agenda Item # 29f
Date 11/18/20
COPY

October 29, 2020

Notice to file the Year-End Certification of County Highway Superintendent, Signing Resolution, and Documentation of the County Highway Superintendent(s) Appointment for Calendar Year 2020 with the Nebraska Department of Transportation (NDOT) by December 31, 2020.

The attached YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT and SIGNING RESOLUTION, together with the DOCUMENTATION OF THE COUNTY HIGHWAY SUPERINTENDENT(S) APPOINTMENT for CALENDAR YEAR 2020, is the basis for determining the calendar year 2020 Incentive Payment. **Please complete and return the following to the NDOT by December 31, 2020:**

- **Signing Resolution** (Page 1): The original Signing Resolution, authorizing the signing of the Year-End Certification by the County Board Chairperson.
- **Year-End Certification of County Highway Street Superintendent** (Page 2): If more than one individual or the County Board provided highway superintending services during Calendar Year 2020, list each successive highway superintendent using a separate Year-End Certification and Signing Resolution. If your county did not have an appointed Highway Superintendent, write "County Board" as the name of the "Superintendent."
- **Documentation of the County Highway Superintendent(s) Appointment** (Page 3): Attach to page 3 a copy of the County Board meeting minutes showing the appointment of the County Highway Superintendent for Calendar Year 2020 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**. **For most counties this information may be found in the January 2020 meetings minutes.**

Failure to complete and return: If a county had an appointed and Licensed Highway Superintendent for all or part of Calendar Year 2020 and the county does not complete and return the original Signing Resolution, original Year-End Certification, and a copy of the documentation of the highway superintendents appointment to the NDOT **by the December 31, 2020, the county will not receive an Incentive Payment for Calendar Year 2020.**

Payment: If your county qualifies, payment will be scheduled for February 2021. Reference Neb. Rev. Stat. §39-2505.

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

Sincerely,



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

LDS/2020

Attachments (3)

2020 NOV 13 PM 1:56
RECEIVED
Nebraska Department of Transportation

Do not recreate or revise the pages of this document, as revisions and recreations will not be accepted.
Failure to complete and return: If a county had an appointed and Licensed County Highway Superintendent for all or part of Calendar Year 2020 and the County does not complete and return the **original** Signing Resolution, **original** Year-End Certification, and a copy of the documentation of the county highway superintendent(s) appointment to the NDOT **by December 31, 2020, the county will not receive an Incentive Payment for Calendar Year 2020.**

RESOLUTION

**SIGNING OF THE
YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT
2020**

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; and

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; and

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 _____ 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)

Do not recreate or revise the pages of this document, as revisions and recreations will not be accepted.
Failure to complete and return: If a county had an appointed and Licensed City Street Superintendent for all or part of Calendar Year 2020 and the county does not complete and return the original Signing Resolution, original Year-End Certification, and a copy of the documentation of the county highway superintendent(s) appointment to the NDOT by December 31, 2020, the county will not receive an Incentive Payment for Calendar Year 2020.

**Year-End Certification of County Highway Superintendent
 For Determining Incentive Payment**

January 1, 2020 to December 31, 2020

*This certifies that _____, License Number S- _____ Class _____,
 (Print name of Superintendent as appears on license card) (A or B)
 was the appointed County Highway Superintendent of _____ County
 (Print name of County)
 from _____, 2020 to _____, 2020
 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 box)

- 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 using a separate certification. 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. §§39-2302 and 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 resolution, certification, and documentation of the superintendents appointment will result in your county not receiving an Incentive Payment for Calendar Year 2020.

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" and "Signing Resolution" 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 resolution and certification, and a copy of the documentation of appointment by December 31, 2020 to:

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

Attach Documentation of the County Highway Superintendent(s) Appointment for 2020 here:
For most counties this information may be found in the January 2020 meeting minutes.