



October 29, 2021

Pete Ricketts, Governor

Notice to file the Year-End Certification of County Highway Superintendent, Signing Resolution, and Documentation of the Appointment(s) of County Highway Superintendent(s) for Calendar Year 2021 with the Nebraska Department of Transportation (NDOT) by December 31, 2021.

The attached **YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT** and **SIGNING RESOLUTION**, together with a copy of the **DOCUMENTATION OF THE COUNTY HIGHWAY SUPERINTENDENT(S) APPOINTMENT** for **CALENDAR YEAR 2021**, is the basis for determining the calendar year 2021 Incentive Payment. **Please complete and return the following to the NDOT by December 31, 2021:**

- **Signing Resolution** (Page 1): The original Signing Resolution, authorizing the signing of the Year-End Certification(s) by the County Board Chairperson.
- **Year-End Certification of County Highway Superintendent** (Page 2): If more than one individual or the County Board provided highway superintending services during Calendar Year 2021, document each successive appointed county highway superintendent and/or period without an appointed county highway superintendent using a separate Year-End Certification form. For any period of time your county did not have an appointed Highway Superintendent, write "County Board" as the name of the "Superintendent." Copy the form as needed.
- **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(s) for Calendar Year 2021 by their name as it appears on their License (*if applicable*), their License Number (*if applicable*), and Class of License (*if applicable*), and 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 2021 meeting minutes.**

Failure to complete and return: If a county had an appointed and Licensed County Highway Superintendent for all or part of Calendar Year 2021 and the county does not complete and return the above documentation to the NDOT **by December 31, 2021, the county will not receive an Incentive Payment for Calendar Year 2021.**

Payment: If your county qualifies, payment will be scheduled for February 2022. Reference Neb. Rev. Stat. §39-2505.

Please let me know if you have any questions.

Sincerely,

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

Email: lemoyne.schulz@nebraska.gov

Phone: (402) 479-4436

LDS/2021

Attachments (3)

John R. Selmer, P.E., Director

Department of Transportation

MAILING ADDRESS

PO Box 94759
Lincoln, NE 68509-4759

PHYSICAL ADDRESS

1500 Highway 2
Lincoln, NE 68502

dot.nebraska.gov

Do not recreate, revise, or copy this form. Revisions, recreations, and copies will not be accepted. **Failure to complete and return the necessary documents per instructions will result in your county not receiving an Incentive Payment for Calendar Year 2021.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the County Highway Superintendent(s). These must be received at the NDOT **by December 31, 2021.**

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT
2021

Resolution No. _____

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2501 through 39-2505 detail 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(s) to the NDOT using the Year-End Certification of County Highway Superintendent form; and

Whereas: The NDOT requires that such certification shall also include a copy of the documentation of the county highway superintendent's appointment, i.e., meeting minutes showing the appointment of the County Highway Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable) 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
(Print Name of County)
is hereby authorized to sign the attached Year-End Certification of County Highway Superintendent form(s).

Adopted this _____ day of _____, 20____ at _____, Nebraska.
(Date) (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 this document; revisions and recreations will not be accepted. Copying this form is acceptable; see (2) below. **Failure to complete and return the necessary documents per instructions will result in your county not receiving an Incentive Payment for Calendar Year 2021.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the County Highway Superintendent(s); they must be received at the NDOT **by December 31, 2021.**

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

January 1, 2021 to December 31, 2021

*1(a) Certification of the county of _____ that: _____ was
(Print name of County) (Print name of Superintendent as appears on license card if applicable)
the appointed County Highway Superintendent from _____, 2021 to _____, 2021,
(Month) (Date) (Month) (Date)

(b) the above listed person **is not** or **is** a Licensed County Highway Superintendent, License Number S- _____ Class _____,
(Check this box if the above listed individual is not licensed) (A or B)

(c) the above listed person **is not** or **is** a Licensed Engineer in Nebraska, License Number E- _____,
(Check this box if the above listed individual is not licensed)

(d) the superintending services of the above listed person were provided by: *(Check one box)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Employment with this County | <input type="checkbox"/> Contract (consultant) with this County | <input type="checkbox"/> Contract (interlocal agreement) between this County and the following listed County(ies) and/or Municipality(ies)
_____ |
|--|---|---|

(e) the above listed individual assisted in the following: *Reference Neb. Rev. Stat. §39-2502*

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.

Signature of County Board Chairperson

*2) If your county had a licensed superintendent for a portion of the calendar year; had two or more successive licensed superintendents; and/or did not have an appointed Highway superintendent for any portion(s) of the year, complete a separate Year-End Certification form for **EACH** appointed county highway superintendent **AND** for any period without an appointed county highway superintendent. For any period of time your county did **not** have an appointed highway superintendent, write "County Board" as the name of the "Superintendent." **Copy this form as needed to account for these separate periods.**

(3) The payment amount will be computed based on **(a)** your most recent Federal Census, rural population; **(b)** the number of full calendar months served by the appointed superintendent who is licensed or exempted from licensure under the Superintendents Act; **(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)** if the appointed County Highway Superintendent assisted with the required duties in (1)(e) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2501 through 39-2505.*

(4) Failure to return the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your county not receiving an Incentive Payment.



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2021 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 2021 here:

For most Counties this information may be found in the January 2021 meeting minutes.
Call 402-479-4436 if you have any questions about what to submit for documentation.

EXAMPLE