

NEBRASKA

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DEPARTMENT OF TRANSPORTATION

October 16, 2024

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 2024 with the Nebraska Department of Transportation (NDOT) by December 31, 2024.

Please make this an agenda item for your next County Board meeting and return to the NDOT by December 31, 2024.

RECORD KEEPING: NDOT recommends that the county keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

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(S) for CALENDAR YEAR 2024**, is the basis for determining the calendar year 2024 Incentive Payment. **Please complete and return the following to the NDOT by December 31, 2024:**

- **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 2024, 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(s)** (Page 3): Attach to page 3 a copy of the County Board meeting minutes showing the appointment(s) of the County Highway Superintendent(s) **for Calendar Year 2024** 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 2024 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 2024 and the county does not complete and return the above documentation to the NDOT **by December 31, 2024, the county will not receive an Incentive Payment for Calendar Year 2024.**

Payment: If your county qualifies, payment will be scheduled for February 2025. Reference Neb. Rev. Stat. §39-2505. **Additional information** on Incentive Payments is available on the NDOT Boards - Liaison Service Website: <https://dot.nebraska.gov/business-center/lpa/boards-liaison/>

Please let me know if you have any questions. Email: ndot.blshelp@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/2024

Attachments (3)

Vicki Kramer, Director

Department of Transportation

MAILING ADDRESS	PHYSICAL ADDRESS
PO Box 94759	1500 Nebraska Parkway
Lincoln, NE 68509-4759	Lincoln, NE 68502

dot.nebraska.gov

Do not recreate or revise this document. Revisions and recreations 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 2024. 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, 2024. **RECORD KEEPING:** NDOT recommends that the county keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF COUNTY HIGHWAY SUPERINTENDENT
2024

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(s) 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 (3) below.** Failure to complete and return the necessary documents per instructions will result in your county not receiving an Incentive Payment for Calendar Year 2024. 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, 2024.** **RECORD KEEPING:** NDOT recommends that the county keep a copy of everything you send to NDOT *(the forms and meeting minutes)* in a separate file for future reference.

**Year-End Certification of County Highway Superintendent
For Determining Incentive Payment in Calendar Year 2024**

Separate forms may be needed to account for the entire year, see (3) below.

This Form Covers the Following Period: _____, 2024 to _____, 2024
(Month) (Day) (Month) (Day)

***(1)(a)** The county of _____ certifies that: _____
(Print name of County) (Print name of Superintendent as appears on license card if applicable)
was the appointed County Highway Superintendent from during the above period. **FOR ANY PERIOD OF TIME YOUR COUNTY DID NOT HAVE AN APPOINTED HIGHWAY SUPERINTENDENT, WRITE IN "COUNTY BOARD" AS THE NAME OF THE "SUPERINTENDENT" AND SKIP TO (2) BELOW.**

(b) the superintending services of the above listed person 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) _____

(c) 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.

(d) If the above listed individual is a Licensed County Highway Superintendent, enter their Superintendent's License Number S- _____ and Class of License _____, and/or

(e) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

(2) _____
Signature of County Board Chairperson

***(3)** If during the calendar year your county **(a) did not have** an appointed County Highway Superintendent for any portion(s) of the year; or **(b) had one or more appointed** County Highway Superintendent(s) that were not licensed for any portion(s) of the year; or **(c) had one or more appointed licensed** County Highway Superintendent(s) for any portion(s) of the year, please complete a separate Year-End Certification form for each period. **Copy this form as needed to account for these separate periods.**

(4) 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 County Highway Superintendent who is licensed or exempted from licensure under the Superintendents Act; **(c)** class of license, A or B if applicable; **(d)** whether the appointed County Highway 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)(c) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2501 through 39-2505.*

(5) Failure to return by December 31, 2024, 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, 2024 to:

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

SUPERINTENDENT(S) APPOINTMENT DOCUMENTATION

Attach Documentation of the County Highway Superintendent(s) Appointment(s) for 2024 to the back of this Page: For most Counties this information may be found in the January 2024 meeting minutes.

Call (402) 479-4436 or email NDOT.BLSHelp@Nebraska.gov if you have any questions about what to attach for documentation.

RECORD KEEPING: NDOT recommends that the county keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.