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 municipality 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 City Street Superintendent(s). These must be received at the NDOT **by December 31, 2021**.

RESOLUTION

SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2021

Resolution No. 1726

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

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

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor ☒ Village Board Chairperson ☐ of Minden
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 15th (Date) day of November (Month), 2021 at Minden, Nebraska.

City Council/Village Board Members

Larry Evans
Teresa Sumstine
Bob Carlson
Jack Yant

City Council/Village Board Member Sumstine
Moved the adoption of said resolution
Member Carlson Seconded the Motion
Roll Call 4 Yes Ø No Ø Abstained Ø Absent
Resolution adopted, signed, and billed as adopted.

Attest: Abbey Jordan
(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 municipality 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 City Street Superintendent(s). These must be received at the NDOT **by December 31, 2021**.

Year-End Certification of City Street Superintendent
For Determining Incentive Payment

January 1, 2021 to December 31, 2021

*(1)(a) Certification of the municipality of Minden (Print name of City or Village) that: Jeff R. Palik (Print name of Superintendent as appears on license card if applicable) was the appointed City Street Superintendent from January (Month) 1 (Date), 2021 to December (Month) 31 (Date), 2021,

(b) the above listed individual **is not** ☐ or **is** a Licensed City Street Superintendent, License Number S- 1269 Class A (A or B),
(Check this box is the above listed individual is not licensed

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

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

☐ Employment with this Municipality

☒ Contract (consultant) with this Municipality

☐ Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)
_____
_____ ,

(e) the above listed individual assisted in the following: *Reference Neb. Rev. Stat. §39-2512*

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,

- OR -

(2) From January (Month) 1 (Date), 2021 to December (Month) 31 (Date), 2021 this municipality did not have an appointed City Street Superintendent.

_____
Signature of Mayor ☒ *Village Board Chairperson* ☐

*(3) If your municipality had a licensed superintendent for a portion of the year; had two or more successive licensed superintendents; and/or did not have an appointed street superintendent for any portion(s) of the calendar year, complete a separate Year-End Certification form for **EACH** appointed city street superintendent **AND** for any period without an appointed city street superintendent. **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 as certified by the Tax Commissioner; **(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; and **(d)** if the appointed City Street Superintendent assisted with the required duties in (1)(e) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) **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 municipality 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

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

October 29, 2021

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

The attached **YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT** and **SIGNING RESOLUTION**, together with a copy of the **DOCUMENTATION OF THE CITY STREET 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 Mayor or the Village Board Chairperson.

- **Year-End Certification of City Street Superintendent** *(Page 2)*: If more than one individual provided street superintending services during Calendar Year 2021, or if the municipality did not have an appointed street superintendent, document each successive appointed city street superintendent and/or period without an appointed city street superintendent using a separate Year-End Certification form. Copy the form as needed.

- **Documentation of the City Street Superintendent(s) Appointment** *(Page 3)*: Attach to page 3 a copy of the City Council or Village Board meeting minutes showing the appointment of the City Street 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 municipalities this information may be found in the November or December 2020 or the January 2021 meetings minutes.**

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

Payment: If your municipality qualifies, payment will be scheduled for February 2022. Reference Neb. Rev. Stat. §39-2515.

Please let me know if you have any questions.

Sincerely,

LeMoyne D. Schulz

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)

Attach Documentation of the City Street Superintendent(s) Appointment for 2021 here:
For most municipalities this information may be found in the November or December 2020 or the January 2021 meetings minutes. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds). Call 402-479-4436 if you have any questions about what to submit for documentation.

City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

Minutes of Council Meeting
City of Minden, Nebraska
November 2, 2020

The City Council of the City of Minden, Nebraska, met on this day at 6:00 p.m. in regular session in the Fire Hall, pursuant to advance notice of said meeting simultaneously transmitted to all members of the Council and to the public as shown by the copy thereof posted in the Minden City Hall, Outside the Minden City Hall, First Bank & Trust Co., Minden Exchange Bank & Trust Co., and the Post Office. A copy of the notice is on file in the office of the City Clerk.

Mayor Griess called the meeting to order at 6:00 p.m. The following City Council members were present: Larry Evans, Teresa Sumstine, and Roger Jones. Absent: Bob Carlson. The following City Officials were present: Mayor Ted Griess, City Administrator Matt Cederburg, City Attorney Tom Lieske.

All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public.

After roll was called, Mayor Griess led those in attendance in the Pledge of Allegiance.

Then Griess made the following statement:

> "Pursuant to the Open Meetings Act and Public Records Law Requirements a current copy of the Open Meetings Act is posted for public inspection on the east wall of the Fire Hall. In addition, for public inspection, there is located on the table on the east side of the Fire Hall, a copy of the Council packet that was distributed to the members of the Council prior to this meeting. The City Council will take public comments on an agenda item, if it is deemed necessary. Please state your name and address prior to commenting."

Agenda Item #3, Mayoral Announcements. Griess reminded the public to vote on November 3rd. He also congratulated the new fireman, Doug Maloley for joining the Fire Department. He went on to provide an update on the Christmas Pageant that has been cancelled, however there will be a narration to be heard without the actors.

Agenda item #4, The following items were listed under the agenda item "**consent agenda**" for this meeting:

a. Consider Approval of Minutes of Previous City Council Meetings
b. Consider Approval of Bills & Claims for this Council Meeting
c. Consider Acceptance of Excused Absence of Mayor or Council Member(s)
d. Consider Reports that are Enclosed in the Council Packets for This Council Meeting
e. Consider Approval of Volunteer Firefighter, Doug Maloley

The following bills and claims were submitted for approval under the "consent agenda" and are on file in the office of the City Clerk:

911 Custom 3,734.20, A. Jordan 21.91, A. Snodgrass 357.81, B2 Environmental 250.00, Black Hills Energy 156.99, Central Community College 1,024.00, Chemsearch 759.97, D. Vitito 3,248.83, Danko Emergency Equip. Co 174.00, Dutton Lainson Co 1,096.50, Electric Pump 925.17, First Bank & Trust Co 4,874.16 Fyr-Tek, Inc. 2,400.00, Gary Braun Electric 32.59, Industrial Systems Inc 1,024.00, Jims Ok Tire Minden Llc 1,179.00, Johnson Service Company 8,700.00, Johnstone Supply 109.72, Ke Co Health Payment Cntr 3,068.35, Ke Co Treasurer 5,200.00, Kearney Towing & Repair Center 253.00, Landmark Implement Carquest 818.00, Lieske, Lieske & Ensz P. C., Llo 2,244.70, Lieske, Lieske & Ensz P. C., Llo 1,000.00, Mason's Market 56.02, M. Cederburg 26.08, Menards Of Kearney 20.94, Minden Lumber & Concrete Co. 1,091.84, Minden Machine Shop Inc 2,900.00, Minden Office Supply, Inc 149.15, Minden Utility Dept. 2,867.48, Nphe 18.00, Nppd O&M 7,399.47, Olsson Associates 3,419.48, Powertech 1,928.29, Rdo Truck