NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

October 28, 2023

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 2023 with the Nebraska Department of Transportation (NDOT) by December 31, 2023.

Please make this an agenda item for your next City Council / Village Board meeting and return to the NDOT by December 31, 2023.

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(S) for CALENDAR YEAR 2023**, is the basis for determining the calendar year 2023 Incentive Payment. **Please complete and return the following to the NDOT by December 31, 2023:**

- **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 2023**, 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(s)** *(Page 3)*: Attach to page 3 a copy of the City Council or Village Board meeting minutes showing the appointment(s) of the City Street Superintendent(s) **for Calendar Year 2023** 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 2022 or the January 2023 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 2023 and the municipality does not complete and return the above documentation to the NDOT **by December 31, 2023, the municipality will not receive an Incentive Payment for Calendar Year 2023.**

Payment: If your municipality qualifies, payment will be scheduled for February 2024. 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/2023

Attachments (3)

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 municipality not receiving an Incentive Payment for Calendar Year 2023.** 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, 2023.**

RESOLUTION

SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2023

Resolution No. 1788

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(s) 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 City 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 6th (Date) day of November (Month), 20 23 at Minden, Nebraska.

City Council/Village Board Members

Teresa Sumstine	Jack Yant
Jarvis King	Alyssa Schneider

City Council/Village Board Member Yant
Moved the adoption of said resolution
Member Sumstine Seconded the Motion
Roll Call 3 Yes ____ No ____ Abstained 1 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 2023.** 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, 2023.**

Year-End Certification of City Street Superintendent

For Determining Incentive Payment in Calendar Year 2023

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

This Form Covers the Following Period: Jan (Month) 1 (Day), 2023 to Dec (Month) 31 (Day), 2023

(1)(a)** The municipality of Minden (Print name of City or Village) certifies that: Jeff R. Palis (Print name of Superintendent as it appears on license card if applicable) was the appointed City Street Superintendent during the above period. ***IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.

(b) 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) _____ _____ ,

(c) and 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,

(d) the above listed individual also served as *(Check all boxes that apply)* *city engineer* ☐ *village engineer* ☐ *public works director* ☐ *city manager* ☐ *city administrator* ☐ *street commissioner* ☐

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- 1269 and Class of License A (A or B), and/or

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

(2) Larry Evans

Signature of Mayor ☒ ***Village Board Chairperson*** ☐ *(Check one box)*

***(3)** If during the calendar year your municipality **(a)** did not have an appointed City Street Superintendent for any portion(s) of the year; or **(b)** had one or more appointed City Street Superintendent(s) that were not licensed for any portion(s) of the year; or **(c)** had one or more appointed licensed City Street 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 as certified by the Tax Commissioner; **(b)** the number of full calendar months served by the appointed City Street Superintendent who is licensed or exempted from licensure under the Superintendents Act; **(c)** class of license, A or B if applicable; and **(d)** if the appointed City Street Superintendent assisted with the required duties in **(1)(c)** above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) Failure to return by December 31, 2023, 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, 2023 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 City Street Superintendent(s) Appointment(s) for 2023 here:

For most municipalities this information may be found in the November or December 2022 or the January 2023 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 21, 2022

The City Council of the City of Minden, Nebraska, met on this day at 6:00 p.m. in regular session in the Council Chambers, 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: Jack Yant, Bob Carlson, Teresa Sumstine, and Larry Evans. The following City Officials were present: Mayor Ted Griess, City Attorney Tom Lieske, and City Clerk Abbey Jordan. Absent: City Administrator Matt Cederburg.

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

After roll was called, 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 Council Chambers. In addition, for public inspection, there is located on the table to the south of the chairs in the Council Chambers, 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 read City Attorney Lieske's resignation letter after 33 years as the City Attorney.

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

Amazon Capital Services--Supplies 291.79, Anderson Jewelry--Incentive 92.80, Atlas Automation Llc--Infrastructure Repair 261.00, Aurora Cooperative--Gas 39.33, Baker & Taylor Books--Supplies 988.86, Black Hills Energy--Utilities 74.63, Bower Transmission And Repair, Llc--Repairs 503.87, Cardmember Service--Supplies 393.77, Cengage/Gale--Supplies 124.10, City Of Holdrege Landfill--Fees 5,434.73, Clia Laboratory Program--Membership 180.00, Collaborative Summer Library Program--Membership 425.28, Dana F Cole & Company, Llp--Fees 900.00, Dollar General-Regions 410526--Supplies 150.00, Electric Pump--Supplies 100.57, E. Wheeler--Supplies 99.60, F. Rogers--Cleaning 537.50, Great Plains Communications--Utilities 134.84, Hawkins Water Treatment--Chemical 1,268.17, Hydro Tech Inc.--Supplies 480.00, Innovative Pharmacists Inc--Medical 82.03, Intellicom Computer Consulting--Tech/Engineering 2,164.25, Isw--Supplies 9.92, J. Carter--Repairs 716.50, J. Johnson Construction--Repairs 1,875.00, John Deere Financial--Repairs 972.25, Knispel Custom Carpentry--Repairs 135.00, M. Cederburg--Training 536.21, M. Conyers--Economic Development 1,300.00, Midwest Tapes--Supplies 189.93, Miller & Associates--Tech/Engineering 200.00, Minden Exchange Bank & Trust C--Financing 6,654.13, Minden Hardware--Supplies 28.26, Minden Office Supply, Inc--Supplies 66.11, Municipal Supply-Nebraska--Supplies 175.37, Nebraska Truck Center, Inc.--Supplies 20.17, Nmc, Inc.--Rental 3,395.00, Nppd Kwh--Utilities 109,288.13, Ohio National Life Ins Co--Insurance 4,550.00, Olsson Associates--Tech/Engineering 5,216.16, Oneill Heinrich Damkroger--Legal 293.30, Oriental Trading--

Supplies 266.55, Presto X Co.--Fees 83.62, Quadient Finance Usa, Inc.--Financing 39.00, Quick Med Claims--Medical 1,003.61, Sandhill Plastics Inc.--Economic Development 317.68, Share Corp.--Supplies 701.70, Siteone Landscape Supply Holding, Llc--Supplies 273.46, Spectrum Business--Utilities 1,299.42, Syndicate Publishing, Llc--Printing 148.76, T. Beck--Supplies 131.17, Vessco Inc--Infrastructure Repair 3,305.63, Wex Bank--Gas 6,361.15, Wpci--Fees 300.00, 11-18-22 Payroll $64,905.98.

Yant motioned to approve the consent agenda and Sumstine seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #5, Reading of Light of the World Day Proclamation

Griess read the Light of the World Day Proclamation proclaiming Minden, Nebraska to be Nebraska's Christmas City and December 11, 2022 as The Light of the World Day.

No action taken.

Agenda Item #6, Consider Approval of Treasury Report, August & September 2022.

Jordan reviewed the Treasury Report for August and September. Yant motioned to approve the August & September 2022 Treasury Report. Evans seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #7, Consider Approval of Budget Report, August & September 2022.

Jordan reviewed the Budget Report for August and September. Evans motioned to approve the August & September 2022 Budget Report. Sumstine seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #8, Consider Approval of Resolution for the Year-End Certification of the City Street Superintendent.

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

RESOLUTION

SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2022

Resolution No. 1749

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(s) 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 is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 21st day of November 2022 at Minden, Nebraska.

City Council/Village Board Members

Larry Evans
Teresa Sumstine
Bob Carlson
Jack Yant

City Council/Village Board Member Evans
Moved the adoption of said resolution
Member Sumstine 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)

Evans motioned to approve the Resolution 1749 and Sumstine seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #9, Consider Approval of Olsson Associates Agreement for Street Superintendent & Consulting Services.

Jeff Palik with Olsson Associates stated this is an annual agreement with the City for $4,000 for Street Superintendent services which is reimbursed to the City by the State. The consulting services is $5,000 for minor items. Larger projects require their own contract for engineering services.

Yant motioned to approve the Olsson Associates Agreement for Street Superintendent & Consulting Services and Carlson seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #10, Motion to Appoint Jeff R. Palik, Class A License number S-1269 A, as the City Street Superintendent for Calendar Year 2023, January 1 thru December 31, 2023, for the purpose of the 2023 calendar year Highway Incentive Payment, to be issued to the City, by the Nebraska Department of Transportation, in February 2024.

Carlson motioned to Appoint Jeff R. Palik, Class A License number S-1269 A, as the City Street Superintendent for Calendar Year 2023, January 1 thru December 31, 2023, for the purpose of the 2023 calendar year Highway Incentive Payment, to be issued to the City, by the Nebraska Department of Transportation, in February 2024. Sumstine seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #11, Consider Approval of Additional $1,350 Payment for Downtown Beautification.

Jordan reviewed the hours and payments for Michael & Laurie Conyer's time to water the flowers in June, July, and August. It was stated that Don Phillips and Steve Crooks watered the flowers in September and half of October. Using the same hourly fee, it calculates to a total payment of $1,350 split between them.

Sumstine motioned to approve the Additional $1,350 Payment for Downtown Beautification to Don Phillips and Steve Crooks. Yant seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

Agenda Item #12, Open Mic Public Comments.

No comments were made.

Agenda Item #13, Adjournment

Carlson motioned to adjourn at 6:25 pm and Sumstine seconded. On roll call, the following voted aye: Yant, Carlson, Sumstine, and Evans. Motion carried.

/s/ Ted Griess
Ted Griess, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk
(SEAL)