

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 2025. 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, 2025. **RECORD KEEPING:** NDOT recommends that the municipality 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 CITY STREET SUPERINTENDENT
2025

Resolution No. 2025-08

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

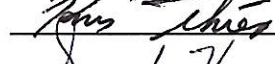
Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License 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 Village of Hoskins
(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 third day of November, 2025 at Hoskins, Nebraska.
(Date) (Month)

City Council/Village Board Members

	_____
	_____
	_____
	_____

City Council/Village Board Member Tyler Classen
Moved the adoption of said resolution
Member Kris Thies Seconded the Motion
Roll Call 4 Yes 0 No 0 Abstained 0 Absent
Resolution adopted, signed, and billed as adopted.

Attest: Diane Doffin
(Signature of Clerk)

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Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2025

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

This Form Covers the Following Period: January 1, 2025 to December 31, 2025
(Month) (Day) (Month) (Day)

*(1)(a) The municipality of Hoskins certifies that: Terry Mead
(Print name of City or Village) (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- 1138
and Class of License A, and/or

(A or B)

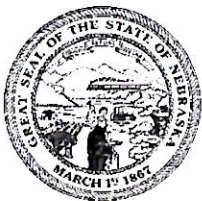
(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- 9887

(2) [Signature]
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, 2025, 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, 2025 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 City Street Superintendent(s) Appointment(s) for 2025 to the back of this Page: **For most municipalities this information may be found in the November or December 2024 or the January 2025 meetings minutes.** Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds).

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

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November 4th, 2024

(Minutes)

A public notice of the Village of Hoskins Trustees meeting was posted on October 28th, 2024 at the Hoskins Community Ctr., the United States Post Office and the entrance of Elkhorn Valley Bank as well as the hoskinsne.com website. Hoskins Village Trustees met in regular session at 6:00 p.m. at the Hoskins Community Center with Village Trustees, James Miller, Richard Doffin Jr., Kris Thies, Sarah Kimmel and Tyler Classen present. The public was informed of the location of the Open Meetings Act posted in the Trustee Board Room as well as online. Miller presided over the meeting.

- The October 7th, 2024 meeting minutes were approved as written with a motion made by Kimmel second by Doffin. Roll call, all yea, motion carried.

Old Business – None

New Business -

- Discussion to open a new Savings Account for future maintenance on our water tower was had. Doffin made a motion to open a Water Tower Maintenance Savings Account second by Classen. Roll call, all yea, motion carried.
- A motion to appoint Terry Mead, Class A License #S-1138 with JEO Consulting Group as the Village Engineer for the calendar year January 1 thru December 31, 2025 for the purpose of the 2025 highway incentive payment, to be issued to the Village by NDOT was made by Kimmel second by Classen. Roll call, all yea, motion carried.
- Kimmel made a motion second by Thies to approve Resolution 2024-05 to authorize the signing of the Year End Certification of City Street Superintendent, Terry Mead, Class A License #S-1138, during the calendar year January 1 thru December 31, 2024. Roll call, all yea, motion carried.
- The Board reviewed and approved the Fire Fund Expenses with Hoskins Rural Fire Board for the fiscal year 2023-2024 with a motion made by Doffin second by Kimmel. Roll call, all yea, motion carried.
- Utility Superintendent Pay & Benefits FT & PT was discussed. A motion to appoint the interview committee (consisting of Classen, Miller & Thies) was made by Kimmel, second by Thies. Roll call, all yea with Doffin abstaining, motion carried.
- Employee progress reports were given. Providing the public an opportunity to receive their water/sewer bills by email was discussed. Monthly Coliform Water Test was OK. The Lead Survey was submitted to the State. Next steps are to notify residents by mailing flyers to remove any lines that need to be replaced.
- The following bills were submitted for payment:

IRS	Employee Tax	\$2,024.90
NE Dept of Revenue	Local Sales Tax	\$133.37
Pierce Telephone Company	911 Dispatch	\$126.96
Pierce Telephone Company	Phone	\$186.43
Northeast Power	Electricity	\$1,407.05
Shell	Fuel	\$53.62
EVB	Biz Banking Fee	\$27.00
Wages	Payroll	\$6,097.45
Menards	Seafoam, Starter Fluid, & Adpt	\$58.16
Trevor Cook	Container	\$3,400.00
One Call Concepts	Diggers Hotline	\$3.96
West Hodson Lumber & Concrete	Crushed Concrete	\$128.19
Ne Public Health Env Lab	Water Tests	\$531.00
Norfolk Daily News	Proof of Publication	\$39.91
City of Norfolk	E911 Charge	\$246.16
Bomgaars	Replacement Tools	\$206.20
Municipal Supply, Inc.	Replacement Tools	\$53.23

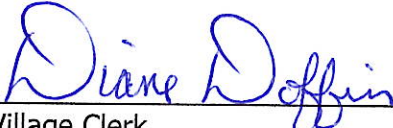
- A motion made to approve bills was made by Thies second by Doffin. Roll call, all yea, motion carried.

Meeting adjourned at 7:00 p.m. The next regular meeting will be held on December 10th, 2024 at 6:00 p.m.

Respectfully Submitted,
Diane Doffin, Hoskins Village Clerk

ATTEST:

THE VILLAGE OF HOSKINS,
WAYNE COUNTY, NEBRASKA


Village Clerk


Chairperson

(seal)