




## Highway Department

Telephone: 701-298-2370  
Fax: 701-298-2395

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### MEMORANDUM

TO: Cass County Commission

FROM: Jason Benson, County Engineer <sup>FOR:</sup> 

DATE: December 20, 2023

SUBJECT: Consent Agenda Item for January 2, 2024, Commission Meeting: Hwy Change of Duties Pay Scale Adjustments

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In mid-January of 2024 the County Engineer will be activated to perform military duties until December of 2024. To ensure the department head's duties are carried out during deployment, and pursuant to Cass County Policy 405 (Acting Pay), the following is recommended.

The proposal is for Tom Soucy, the current Deputy County Engineer to assume the County Engineer duties and for Blaine Laaveg the current Highway Superintendent and for Kyle Litchy the current Assistant County Engineer for Design and Construction to split Tom's duties along with continuing their current duties as of February 1, 2024.

Mr. Soucy is a D71 step 11 right now - \$122,536.63. January 2024, he would move to step 9 in the new matrix - \$130,298.72. February 2024 he would get a step increase (with satisfactory performance) to step 10 - \$135,119.77. Then he would assume Mr. Benson's duties at an E83 (at least a 5% increase) - which would put him at a step 8 - \$147,495.68.

Mr. Laaveg and Mr. Litchy are at D61 step 6 \$93,324.77 right now. January 2024 they would move to D61 step 6 - \$98,552.93. February 2024 they would get a step increase (upon satisfactory performance) to a D61 step 7 - \$101,950.99. They would also assume ½ each of Tom's duties (at least a 2.5% increase) - so that would put them at D71 Step 3 - \$104,555.83.

**SUGGESTED MOTION:** AUTHORIZE GRADE AND STEP CHANGES PER THIS MEMO EFFECTIVE FEBRUARY 1<sup>ST</sup>, 2024.