



**Robert W. Wilson**  
**County Administrator**

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**MEMO**

TO: County Commission  
FROM: Robert W. Wilson  
Date: February 27, 2025  
Subject: Appointment of Cass County Highway Engineer

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On February 4, 2025 Commissioners Grindberg, Breitling, Administrator Robert Wilson, Assistant Administrator Tracy Peters and Clay County Highway Engineer Justin Sorum interviewed three finalists for the position of Cass County Highway Engineer. The finalists were internal candidates, Deputy County Engineer Tom Soucy, Construction Design Engineer Matthew Stamness and Assistant County Engineer for Design and Construction Kyle Litchy.

After the interviews the interview panel reconvened on February 7<sup>th</sup> to consider a hiring recommendation. The interview panel recommends the Cass County Commission appoint Kyle Litchy as Cass County Engineer.

It is the recommendation of County Administrator Robert Wilson and Assistant County Administrator/Human Resources Director Tracy Peters that Mr. Litchy be offered the position at Step 1, Grade E83 (\$116,302.43). This follows Cass County's internal promotion policy of placing a promoted employee at the closest step above a 5% increase in the employee's current salary.

**SUGGESTED MOTION: Appoint Kyle Litchy to the position of Cass County Engineer at Step 1, Grade E83 with a starting salary of \$116,302.43.**