



Administration

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MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: September 26, 2023

Subject: Appointment of Members to Cass County Cemetery Board

At the Commission meeting on August 21st the Board discussed forming a County Cemetery Board. Since then, the Administration Office has distributed a press release and posted several social media messages seeking individuals interested in serving the County in this role. While the feedback has been encouraging, there are still opportunities for greater community participation.

At this time, I recommend the Commission consider several staff and elected official appointments and leave additional community representative positions open for appointment at a later date:

Potential Appointments:

- Administrator – Robert Wilson
- Buildings and Grounds Supervisor - Gene Gartner
- Commissioner -
- Local Funeral Director – Colleen Lanners (???)
- County Coroner – Kriste Ross
- Human Service Zone Director – Gail Bollinger

Additional Open Positions:

- Community Representative (open)
- Community Representative (open)

All names should be familiar to this Board with the exception of Colleen Lanners. Ms. Lanners was recommended by current Cemetery Sexton Jeff Bear. I spoke with Ms. Lanners last week. Her interest in the role is obvious and her background as both a funeral home director and social worker suggests she would be a great fit. Her completed application is attached.

I have also attached a rough draft of potential roles and responsibilities envisioned for the Cass County Cemetery Board.

SUGGESTED MOTION: Appoint the following individuals to the Cass County Cemetery Board: Administrator – Robert Wilson, Buildings and Grounds Supervisor – Gene Gartner, County Coroner – Kriste Ross, Local Funeral Director – Colleen Lanners, Human Service Zone Director Gail Bollinger & Commissioner _____.

**Cass County Cemetery Board
Roles & Responsibilities
September 26, 2023**

- Acknowledge Commission Authorized Board is Subject to Open-Records & Open-Meeting Requirements.
- Meeting Minutes will be taken.

I. Board is Advisory in Nature

- a. Care, maintenance, and management of the Cemetery is at the direction of Cass County as implemented by the Cemetery Sexton in coordination with the County Administrator and Buildings and Grounds Supervisor.

II. Board Make-Up will Include:

- a. Member Appointments:
 - i. All appointments will be yearly, effective December 1st. County staff and County-contracted Cemetery Sexton may be reappointed throughout the duration of their employment.
 - ii. All other members may be reappointed and serve up to 4 consecutive terms.
- b. Committee Membership:
 - i. Cemetery Sexton
 - ii. Buildings and Grounds Supervisor
 - iii. Coroner
 - iv. Commissioner
 - v. Human Service Zone Director
 - vi. County Administrator
 - vii. Local Funeral Home Director
 - viii. Community Representative
 - ix. Community Representative

III. Board will Initially Meet Quarterly.

- a. Routine agenda may will include the following topics:
 - i. Review of Sexton Budget Items
 - ii. Review of Complaints and Suggestions
 - iii. Review of Signage and Opportunities to Communicate with Families and Visitors
 - iv. Review of Cemetery Rules and Expectations
 - v. Review of Cemetery Care and Maintenance Plan



Application for Boards and Commissions

Cass County Government ~ Commission Office ~ 211 9th Street S, Fargo, ND 58103 ~ 701-241-5609

Board of Commission you are applying for: Cass County Cemetery Board Resume.docx 58.77KB

Name: First	Middle	Last	County	Legislative District #			
Colleen	Ann	Lanners	Cass	45-01			
Address	City	State	Zip Code	Telephone #1	Type	Telephone #2	Type
[REDACTED]	Fargo	ND	58102	[REDACTED]	Cell	[REDACTED]	Home

Employer Name	Occupation/Title	Email Address	Address	City	State	Zip
Korsmo Funeral and Cremation Service	Funeral Director/Office Manager	wecare@korsmofuneralservice.com	409 8th St S	Moorhead	MN	56560

Education Level	Name of School	Location	# of Years Attended	Did you Graduated ?	Major Course of Study
College	University of ND	Grand Forks, ND	1992-1997	<input checked="" type="radio"/> Yes <input type="radio"/> No	Social Work
College	University of MN	Minneapolis	2000-2002	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mortuary Science
				<input type="radio"/> Yes <input type="radio"/> No	

Memberships in Organizations	Office held	Date Started	Date Ended
BSA Troop 214	Treasurer	9/20/2020	2/20/2021

Volunteer Activities

Past Present Pontoppidan Lutheran Church, Fargo - care for lawn/flowerbeds

Past Present

Your special skills and qualifications

Advance care planner - assist with completing living wills
 Licensed Funeral Director (MN and ND)
 Licensed Social Worker (MN and ND)

References (List three persons, not related to you, whom you have known for at least one year)

Name	Address	Phone Number	# of years Acquainted	How are you Acquainted?
Kristen Fischer	[REDACTED] Fargo, ND 58102	[REDACTED]	25	friends/former coworkers
Ken Norman	[REDACTED], Moorhead, MN 56560	[REDACTED]	20	friends
Shawn Nygaard	[REDACTED] Moorhead, MN 56560	[REDACTED]	20	Mortuary classmate/employer

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishings the same to you. I understand anything contained in this application may be a public record and/or subject to an open records request under North Dakota law.

Signature

Colleen A Lanners

Date 9/12/2023

COLLEEN A. LANNERS

[REDACTED], Fargo, ND 58102 · [REDACTED]
[REDACTED]

Licensed for 26 years as a Social Worker and 21 years as a Funeral Director. Excellent organizational, verbal, and written communication skills. Extensive experience working with individuals and families providing support and interventions.

EXPERIENCE

NOVEMBER 2022 – CURRENT

FUNERAL DIRECTOR/OFFICE MANAGER, KORSMO FUNERAL AND CREMATION SERVICE
MOORHEAD, MN

Responsibilities include:

Process death certificates, funeral contracts, disposition permits.

Assist with funeral services, visitations, and burials.

Process incoming and outgoing bills and make payments/deposits.

Answer phones and assist families with questions and concerns.

Assist families with making final arrangements for their loved one.

MAY 2012 – SEPTEMBER 2022

SOCIAL WORKER, SANFORD HEALTH
FARGO, ND

Working both as a Clinic and Inpatient Social Worker with primarily Cardiac patients.

Responsibilities included:

Complete psychosocial assessments both outpatient and inpatient.

Support patients throughout their continuum of care.

Collaborate with interdisciplinary team and community support agencies.

Address social determinants that negatively impact health concerns.

Advocate for, empower and support patients and families.

Connect patients and families to community resources and provide education/information regarding options.

Facilitate transition planning.

Assist with completing and notarizing Healthcare Directives.

AUGUST 2002 – MAY 2012

FUNERAL DIRECTOR, KORSMO FUNERAL SERVICE
MOORHEAD, MN

Responsibilities included:

Assisting families with making final funeral arrangements for their loved one.

Collaborated with local churches and faith communities.

Directed and conducted visitations, funerals, and burials.

Removed individuals from place of death, embalmed and cosmetized deceased.

Processed death certificates and funeral contracts.

AUGUST 1997 – DECEMBER 2000

SOCIAL WORKER, MERITCARE

FARGO, ND

Worked on the Internal Medicine and Pediatric floors with various populations and diagnoses.

Responsibilities included:

Completed psychosocial assessments.

Collaborated with interdisciplinary team and community support agencies.

Addressed social determinants that negatively impact health concerns.

Advocated for, empowered and supported patients and families.

Connected patients and families to community resources and provide education/information regarding options.

Facilitated transition planning.

Provided on-call crisis intervention throughout the MeritCare Health System.

EDUCATION

JULY 2002

BACHELOR OF SCIENCE, MORTUARY SCIENCE

UNIVERSITY OF MINNESOTA, MINNEAPOLIS, MN

Recipient of Robert Slater Scholarship

AUGUST 1997

BACHELOR OF SCIENCE, SOCIAL WORK

GERONTOLOGY MINOR

UNIVERSITY OF NORTH DAKOTA, GRAND FORKS, ND

SKILLS AND LICENSURES

- Advanced Care Planner for Sanford
- MN Funeral Director – License # 3667
- ND LBSW – License # 3039
- MN LSW – License # 25191
- ND Funeral Director – License # 1227

ACTIVITIES

Volunteer at Pontoppidan Lutheran Church, Fargo