

MEETING MINUTES
SOUTH DAKOTA REAL ESTATE COMMISSION
217 West Missouri Ave., Pierre, SD 57501
Via Microsoft Teams
Wednesday, September 20, 2023, at 9:30 a.m. CDT

Chairman Carol Lawhun called the meeting to order at 9:30 a.m. A quorum was present.

Members Present: Carol Lawhun
Ryan Wordeman
Mark Wahlstrom
Dave Bonde

Others Present: Melissa Miller, Tim Bond, Michelle Metzinger, Jerry McCabe, Michelle Kleven, and Matt Krogman.

Wahlstrom made a motion to approve the agenda. Bonde seconded the motion. Lawhun called for a vote. **MOTION PASSED.**

Public Comment – No comments were made by the public.

Wordeman made a motion to approve the July 12, 2023, meeting minutes. Bonde seconded the motion. Lawhun called for a vote. **MOTION PASSED.**

Summary of the financials for July and August 2023 was presented by Executive Director Miller. Wahlstrom made a motion to acknowledge receipt of the July and August 2023 financials to file. Wordeman seconded the motion. Lawhun called for a vote. **MOTION PASSED.**

Matt Krogman, lobbyist for the South Dakota Realtor's Association presented draft changes to the seller's property condition disclosure statement to the commission members for their input and comments or concerns.

Next meeting is scheduled for Wednesday, November 8, 2023.

Wahlstrom made a motion adjourn at 9:59 a.m. Wordeman seconded the motion Lawhun called for a vote. **MOTION PASSED.**

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1037 REAL ESTATE COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1037000699BA	1140000	17,684.19	CR	REAL ESTATE/COSMO/BARBER
6503	103700069901	1140000	554,216.20	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	102,236.62	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			638,768.63	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			638,768.63	DR **	
BUDGET UNIT TOTAL 1037			638,768.63	DR ***	

AVAILABLE FUNDS AS OF: 09/30/2023
 FY YEAR REMAINING: 75.1%
 PAY DAYS REMAINING: 17
 MONTHLY
 PAGE 200
 DATE 09/30/2023

CENTER NAME	REAL ESTATE COMMISSION - INFO	COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	675,754.00		675,754.00	0.00	0.00	35,166.51	125,424.81	515,162.68	656,452.82
BUDGETED TOT	675,754.00		675,754.00	0.00	0.00	35,166.51	125,424.81	515,162.68	
ALL COMP TOT	675,754.00		675,754.00	0.00	0.00	35,166.51	125,424.81	515,162.68	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVAIL
5101 EMPLOYEE SALARIES	335,661.00	0.00	0.00	33,415.26	256,771.94	76.5
5102 EMPLOYEE BENEFITS	99,526.00	0.00	0.00	11,246.84	73,313.33	73.7
5203 TRAVEL	40,407.00	0.00	0.00	0.00	40,379.66	99.9
5204 CONTRACTUAL SVCS	171,345.00	0.00	35,166.51	5,187.29	119,008.55	69.5
5205 SUPPLIES & MATRIS	26,500.00	0.00	0.00	328.14	24,712.78	93.3
5207 CAPITAL OUTLAY	2,315.00	0.00	0.00	832.65	1,482.35	64.0
5208 OTHER	0.00	0.00	0.00	0.00	505.93	0.0
TOTALS	675,754.00	0.00	35,166.51	51,010.18	515,162.68	76.2

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	TOT
5101000	EMPLOYEE SALARIES	435,187.00	240,567.00	675,754.00
5102000	EMPLOYEE BENEFITS	0.00	0.00	0.00
5203000	TRAVEL	0.00	35,166.51	35,166.51
5204000	CONTRACTUAL SVCS	0.00	6,348.08	6,348.08
5205000	SUPPLIES & MATRIS	0.00	51,010.18	51,010.18
5207000	CAPITAL OUTLAY	0.00	0.00	0.00
5208000	OTHER	0.00	0.00	0.00
PS SUBTOTALS		435,187.00	240,567.00	675,754.00
OE SUBTOTALS		0.00	35,166.51	35,166.51
COMPANY 6503-I	TOT	675,754.00	675,754.00	675,754.00

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 09/30/2023

AGENCY BUDGET UNIT	10 1037	LABOR & REGULATION REAL ESTATE COMMISSION - INFO						
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE			
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS						
COMPANY NAME	103700069901	6503	RESIDENT RENTAL AGENTS	720.00	1,440.00			
	103700069901	6503	BROKER	3,600.00	9,225.00			
	103700069901	6503	HOME INSPECTORS	200.00	600.00			
	103700069901	6503	PROPERTY MANAGER	1,575.00	2,475.00			
	103700069901	6503	SALES AGENTS	450.00	2,025.00			
	103700069901	6503	FIRMS	800.00	1,800.00			
	103700069901	6503	CONDOMINIUMS	931.00	2,820.57			
	103700069901	6503	TIMESHARE PROJECTS	.00	1,000.00			
	103700069901	6503	EDUCATIONAL COURSES	700.00	3,865.00			
	103700069901	6503	ADDITIONAL LICENSES	120.00	240.00			
	103700069901	6503	CHANGE OF ADDRESS	1,500.00	2,490.00			
	103700069901	6503	CERTIFICATES OF LICENSURE	165.00	465.00			
	103700069901	6503	LATE RENEWAL FEES	.00	140.00			
	103700069901	6503	RENEWAL BROKER	.00	125.00			
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	10,761.00	28,710.57			*
ACCT: 42			LICENSES, PERMITS & FEES	10,761.00	28,710.57			**
103700069901	6503	4393003	MISC FINES & PENALTIES	.00	36.30			**
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	.00	36.30			*
ACCT: 43			FINES, FORFEITS & PENALTIES	.00	36.30			**
103700069901	6503	4596002	LICENSE LAW BOOKS SOLD	310.00	310.00			
103700069901	6503	4596003	DIRECTORIES/HOME BUYER GU	1,488.00	3,468.00			
ACCT: 4596				1,798.00	3,778.00			*
ACCT: 45			CHARGES FOR SALES & SERVICES	1,798.00	3,778.00			**
103700069901	6503	4910000	OPERATING TRANSFERS IN	.00	883.51			

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 09/30/2023

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
10	1037			LABOR & REGULATION REAL ESTATE COMMISSION - INFO			
ACCT: 4910				OPERATING TRANSFERS IN	.00	883.51	*
103700069901	6503		4920045	NONOPERATING REVENUES	.00	12,744.35	*
ACCT: 4920				NONOPERATING REVENUE	.00	12,744.35	*
ACCT: 49				OTHER REVENUE	.00	13,627.86	**
CNTR: 103700069901					12,559.00	46,152.73	***
103700069902	6503		4920045	NONOPERATING REVENUES	.00	2,236.62	*
ACCT: 4920				NONOPERATING REVENUE	.00	2,236.62	*
ACCT: 49				OTHER REVENUE	.00	2,236.62	**
CNTR: 103700069902					.00	2,236.62	***
COMP: 6503					12,559.00	48,389.35	****
B UNIT: 1037					12,559.00	48,389.35	*****

Revenue Report Ending 9/30/23

(Additional Report)

Description	Budgeted	Current	Rev. to be Rec	YTD	PCT Rec.
Residential Rental Agents	4,000	720	2,560	1,440	36
Broker	62,000	3,600	52,775	9,225	14
Home Inspectors	4,000	200	3,400	600	15
Property Manager	11,000	1,575	8,525	2,475	22
Sales Agents	7,000	450	4,975	2,025	28
Firms	15,000	800	13,200	1,800	12
Condominiums	15,000	931	12,179.43	2,820.57	18
Timeshare Projects	5,000		4,000	1,000	20
Educational Courses	15,000	700	11,135	3,865	25
Additional Licenses	3,000	120	2,760	240	8
Change of Address	10,000	1,500	7,510	2,490	24
Certificate of Licensure	4,000	165	3,535	465	11
Late Renewal Fees	20,000		19,860	140	
Renewal Res Rental Agents	3,500		3,500		
Renewal Auctioneer	3,000		3,000		
Renewal Broker	195,000		194,875	125	
Home Inspection Renewal	6,000		6,000		
Renewal Property Manager	12,000		12,000		
Renewal Sales Agents	14,000		14,000		
Renewal Timeshare Agents	300		300		
Renewal Firms	45,000		45,000		
Renewal Timeshare Project	6,500		6,500		
Renewal Additional Licenses	4,000		4,000		
Misc. Fines, Penalties and NO Rev	25,000		9,099.22	15,900.78	63
Interest Earned					
License Law Books Sold	1,000	310	690	310	31
Directories/Lists Sold	10,000	1,488	6,532	3,468	34
	500,300	12,559	451,910.65	48,389.35	9

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 10/31/2023

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1037 REAL ESTATE COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1037000699BA	1140000	6,414.32	CR	REAL ESTATE/COSMO/BARBER
6503	103700069901	1140000	612,749.29	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	102,236.62	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			708,571.59	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			708,571.59	DR **	
BUDGET UNIT TOTAL 1037			708,571.59	DR ***	

AVAILABLE FUNDS
AS OF: 10/31/2023
FY YEAR REMAINING: 66.6%
PAY DAYS REMAINING: 16

MONTHLY

CENTER NAME	REAL ESTATE COMMISSION - INFO	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I		675,754.00	0.00	0.00	31,879.12	138,280.05	505,594.83	714,985.91
BUDGETED TOT		675,754.00	0.00	0.00	31,879.12	138,280.05	505,594.83	
ALL COMP TOT		675,754.00	0.00	0.00	31,879.12	138,280.05	505,594.83	
TOTAL BUDGETED:								

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	335,661.00	0.00	0.00	10,738.78	89,627.84	246,033.16	73.3
5102 EMPLOYEE BENEFITS	99,526.00	0.00	0.00	3,766.19	29,978.86	69,547.14	69.9
5203 TRAVEL	40,407.00	0.00	0.00	116.10	143.44	40,263.56	99.6
5204 CONTRACTUAL SVCS	171,345.00	0.00	31,879.12	3,559.23	13,610.71	125,855.17	73.5
5205 SUPPLIES & MATRLS	26,500.00	0.00	0.00	468.02	2,255.24	24,244.76	91.5
5207 CAPITAL OUTLAY	2,315.00	0.00	0.00	1,634.00	2,466.65	151.65	0.0
5208 OTHER	0.00	0.00	0.00	308.62	197.31	197.31	0.0
TOTALS	675,754.00	0.00	31,879.12	12,855.24	138,280.05	505,594.83	74.8

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000	EMPLOYEE SALARIES	335,661.00	0.00	0.00	10,738.78	89,627.84	246,033.16	73.3
5102000	EMPLOYEE BENEFITS	99,526.00	0.00	0.00	3,766.19	29,978.86	69,547.14	69.9
5203000	TRAVEL	40,407.00	0.00	0.00	116.10	143.44	40,263.56	99.6
5204000	CONTRACTUAL SVCS	171,345.00	0.00	31,879.12	3,559.23	13,610.71	125,855.17	73.5
5205000	SUPPLIES & MATRLS	26,500.00	0.00	0.00	468.02	2,255.24	24,244.76	91.5
5207000	CAPITAL OUTLAY	2,315.00	0.00	0.00	1,634.00	2,466.65	151.65	0.0
5208000	OTHER	0.00	0.00	0.00	308.62	197.31	197.31	0.0
PS SUBTOTALS		435,187.00	0.00	0.00	14,504.97	119,606.70	315,580.30	72.5
OE SUBTOTALS		240,567.00	0.00	31,879.12	1,649.73	18,673.35	190,014.53	79.0
COMPANY 6503-I	TOT	675,754.00	0.00	31,879.12	12,855.24	138,280.05	505,594.83	74.8

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 10/31/2023

AGENCY BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10 1037				LABOR & REGULATION REAL ESTATE COMMISSION - INFO		
		6503		PROFESSIONAL & LICENSING BOARDS		
				RESIDENT RENTAL AGENTS	480.00	1,920.00
				BROKER	4,050.00	13,275.00
				HOME INSPECTORS	800.00	1,400.00
				PROPERTY MANAGER	1,350.00	3,825.00
				SALES AGENTS	675.00	2,700.00
				FIRMS	1,400.00	3,200.00
				CONDOMINIUMS	2,291.00	5,111.57
				TIMESHARE PROJECTS	3,200.00	4,200.00
				EDUCATIONAL COURSES	1,025.00	4,890.00
				ADDITIONAL LICENSES	270.00	510.00
				CHANGE OF ADDRESS	1,215.00	3,705.00
				CERTIFICATES OF LICENSURE	495.00	960.00
				LATE RENEWAL FEES	.00	140.00
				RENEWAL RES RENTAL AGENTS	900.00	900.00
				RENEWAL AUCTIONEER	3,375.00	3,375.00
				RENEWAL BROKER	36,500.00	36,625.00
				HOME INSPECTION RENEWAL	1,300.00	1,300.00
				RENEWAL PROPERTY MANAGER	3,750.00	3,750.00
				RENEWAL SALES AGENTS	1,750.00	1,750.00
				RENEWAL FIRMS	17,250.00	17,250.00
				RENEWAL ADDITIONAL LICENS	1,950.00	1,950.00
				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	84,026.00	112,736.57
				LICENSES, PERMITS & FEES	84,026.00	112,736.57
				MISC FINES & PENALTIES	.00	36.30

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STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 10/31/2023

AGENCY BUDGET UNIT	10 1037	LABOR & REGULATION REAL ESTATE COMMISSION - INFO						
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE			
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)		.00	36.30	*		
ACCT: 43		FINES, FORFEITS & PENALTIES		.00	36.30	**		
103700069901	6503	LICENSE LAW BOOKS SOLD		500.00	810.00			
103700069901	6503	DIRECTORIES/HOME BUYER GU		250.00	3,718.00			
ACCT: 4596				750.00	4,528.00	*		
ACCT: 45		CHARGES FOR SALES & SERVICES		750.00	4,528.00	**		
103700069901	6503	OPERATING TRANSFERS IN		.00	883.51			
ACCT: 4910		OPERATING TRANSFERS IN		.00	883.51	*		
103700069901	6503	NONOPERATING REVENUES		.00	12,744.35			
ACCT: 4920		NONOPERATING REVENUE		.00	12,744.35	*		
ACCT: 49		OTHER REVENUE		.00	13,627.86	**		
CNTR: 103700069901				84,776.00	130,928.73	***		
103700069902	6503	NONOPERATING REVENUES		.00	2,236.62			
ACCT: 4920		NONOPERATING REVENUE		.00	2,236.62	*		
ACCT: 49		OTHER REVENUE		.00	2,236.62	**		
CNTR: 103700069902				.00	2,236.62	***		
COMP: 6503				84,776.00	133,165.35	****		
B UNIT: 1037				84,776.00	133,165.35	*****		

Revenue Report Ending 10/31/23

(Additional Report)

Description	Budgeted	Current	Rev. to be Rec	YTD	PCT Rec.
Residential Rental Agents	4,000	480	2,080	1,920	48
Broker	62,000	4,050	48,725	13,275	21
Home Inspectors	4,000	800	2,600	1,400	35
Property Manager	11,000	1,350	7,175	3,825	34
Sales Agents	7,000	675	4,300	2,700	38
Firms	15,000	1,400	11,800	3,200	21
Condominiums	15,000	2,291	9,888.43	5,111.57	34
Timeshare Projects	5,000	3,200	800	4,200	84
Educational Courses	15,000	1,125	10,110	4,890	32
Additional Licenses	3,000	270	2,490	510	17
Change of Address	10,000	1,125	6,295	3,705	37
Certificate of Licensure	4,000	495	3,040	960	24
Late Renewal Fees	20,000	0	19,860	140	0
Renewal Res Rental Agents	3,500	900	2,600	900	25
Renewal Auctioneer	3,000	3,375	(375)	3,375	112
Renewal Broker	195,000	36,500	158,375	36,625	18
Home Inspection Renewal	6,000	1,300	4,700	1,300	21
Renewal Property Manager	12,000	3,750	8,250	3,750	31
Renewal Sales Agents	14,000	1,750	12,250	1,750	12
Renewal Timeshare Agents	300	0	300	0	0
Renewal Firms	45,000	17,250	27,750	17,250	38
Renewal Timeshare Project	6,500	0	6,500	0	0
Renewal Additional Licenses	4,000	1,950	2,050	1,950	48
Misc. Fines, Penalties and NO Rev	25,000		9,099.22	15,900.78	63
Interest Earned					
License Law Books Sold	1,000	500	190	810	81
Directories/Lists Sold	10,000	250	6,282	3,718	37
	500,300	84,776	367,609.65 (375)	133,165.35	26

Proposed 2024 Real Estate Commission Meeting Dates

January 3-4

March 6-7

May 8-9

July 10-11

September 11-12

November 6-7

Events:

ARELLO Mid-Year Meeting – April 16-18 in New Orleans, LA

ND/SD Convention – September 11-13 in Bismarck, ND

ARELLO Annual Meeting – September 23-26 in Chicago, IL