

Proposed Meeting Agenda – REVISED
SOUTH DAKOTA REAL ESTATE COMMISSION

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Meeting ID: 240 961 794 541 5 Passcode: gz6G27jy
or call +1-605-679-7263/ID:206 978 542#

Wednesday, November 12, 2025, 10:00 a.m. CST

1. Call to Order
2. Approval of Agenda
3. Public Comment
4. Minutes of the September 25, 2025, Meeting
5. Financial Reports – September and October 2025
6. Complaint (Executive Session, pursuant to SDCL 1-25-2 (3), to review disciplinary cases)
 - a. 2025-003
 - b. 2025-004
 - c. 2025-006
 - d. 2025-007
 - e. 2025-008
 - f. 2025-009
7. 2026 Proposed Meeting Dates
8. Next Meeting: January 7-8, 2025
9. Adjourn

MEETING MINUTES
SOUTH DAKOTA REAL ESTATE COMMISSION
217 West Missouri Ave., Pierre, SD 57501
Thursday, September 25, 2025, at 10:30 a.m. CDT

Jason Tysdal called the meeting to order at 10:39 a.m. A quorum was present.

Members Present: Carol Lawhun
Josh Reisetter
Bobbie Tibbetts
Jason Tysdal
Shad Ludemann

Others Present: Melissa Miller, Tim Bond, Michelle Metzinger, Jennifer Doubledee, Mike Percevich and Domenic Lucero.

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

Reisetter joined the meeting at 10:42 a.m.

Reisetter made a motion to go into executive session. Ludemann seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

Bond, Metzinger, Doubledee, Percevich and Lucero left the meeting

The commission entered executive session at 10:45 a.m.

Tibbetts made a motion come out of executive session. Lawhun seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

The commission came out of executive session at 11:09 a.m.

Bond, Metzinger, Doubledee, Percevich and Lucero joined the meeting.

Administrative Hearing Case 2025-005:

Tysdal made a motion to deny the application. Reisetter seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

Percevich and Lucero left the meeting at 11:14 a.m.

Public Comment – No comments.

Lawhun made a motion to approve the May 15, 2025, meeting minutes. Tibbetts seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

Miller presented a summary of the financials for July and August 2025. Ludemann moved to acknowledge receipt of the financials for filing. Lawhun seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

Reisetter made a motion to go into executive session. Tibbetts seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

Bond, Metzinger, Doubleddee left the meeting.

The commission entered executive session at 11:26 a.m.

Reisetter made a motion to come out of executive session. Tibbetts seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

The commission came out of executive session at 11:33 a.m.

Bond, Metzinger, Doubleddee joined the meeting.

Complaint Consent 2025-002:

Reisetter made a motion to approve the complaint and consent. Tibbetts seconded the motion. Tysdal called for a roll call vote. **MOTION PASSED.**

In accordance with SDCL 1-25-13, the board conducted its annual review of open meetings requirements. Board members were presented with a Guide To South Dakota Open Meeting Laws prepared by the South Dakota Office of the Attorney General's Office. Doubleddee reviewed the brochure, discussed the open meetings laws, and provided sources.

Lawhun made a motion to acknowledge the South Dakota Open Meeting Law Training. Ludemann seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

The Commission conducted an in-depth review of Buyer Agency Agreement, Owner Listing Agreement, and Purchase Agreement. The commissioners agreed to leave the South Dakota Real Estate Commissions forms as they currently are.

Commissioner Ludemann and Reisetter attended the annual ARELLO Conference September 8-12, 2025. They gave an update to the other commissioners and staff.

Ludemann made a motion to adjourn at 12:58 p.m. Reisetter seconded the motion. Tysdal called for a vote. **MOTION PASSED.**

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BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 09/30/2025

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1037000699BA	1140000	41.16	CR	REAL ESTATE/COSMO/BARBER
6503	103700069901	1140000	541,353.35	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	104,415.98	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			645,728.17	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			645,728.17	DR **	
BUDGET UNIT TOTAL 1037			645,728.17	DR ***	

AVAILABLE FUNDS

MONTHLY

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BUDGET UNIT 1037

AS OF: 09/30/2025
FY YEAR REMAINING: 75.1%
PAY DAYS REMAINING: 0

DATE 10/04/2025

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
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6503-I	766,782.00	0.00	0.00	21,429.28	132,689.89	612,662.83	645,769.33
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BUDGETED TOT	766,782.00	0.00	0.00	21,429.28	132,689.89	612,662.83	
ALL COMP TOT	766,782.00	0.00	0.00	21,429.28	132,689.89	612,662.83	

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	397,819.00	0.00	0.00	14,050.85	85,394.91	312,424.09	78.5
5102 EMPLOYEE BENEFITS	118,712.00	0.00	0.00	4,513.77	27,257.05	91,454.95	77.0
5203 TRAVEL	13,947.00	0.00	0.00	0.00	0.00	13,947.00	100.0
5204 CONTRACTUAL SVCS	223,989.00	0.00	21,429.28	6,450.72	16,427.97	186,131.75	83.1
5205 SUPPLIES & MATERIALS	10,000.00	0.00	0.00	497.25	1,800.80	8,199.20	82.0
5207 CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	1,768.00	547.00	23.6
5208 OTHER	0.00	0.00	0.00	0.00	41.16	41.16	0.0
TOTALS	766,782.00	0.00	21,429.28	25,512.59	132,689.89	612,662.83	79.9

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000 EMPLOYEE SALARIES	397,819.00	0.00	0.00	14,050.85	85,394.91	312,424.09	78.5
5102000 EMPLOYEE BENEFITS	118,712.00	0.00	0.00	4,513.77	27,257.05	91,454.95	77.0
5203000 TRAVEL	13,947.00	0.00	0.00	0.00	0.00	13,947.00	100.0
5204000 CONTRACTUAL SVCS	223,989.00	0.00	21,429.28	6,450.72	16,427.97	186,131.75	83.1
5205000 SUPPLIES & MATERIALS	10,000.00	0.00	0.00	497.25	1,800.80	8,199.20	82.0
5207000 CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	1,768.00	547.00	23.6
5208000 OTHER	0.00	0.00	0.00	0.00	41.16	41.16	0.0
PS SUBTOTALS	516,531.00	0.00	0.00	18,564.62	112,651.96	403,879.04	78.2
OE SUBTOTALS	250,251.00	0.00	21,429.28	6,947.97	20,037.93	208,783.79	83.4
COMPANY 6503-I TOT	766,782.00	0.00	21,429.28	25,512.59	132,689.89	612,662.83	79.9

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STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 09/30/2025

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AGENCY	BUDGET UNIT	10	LABOR & REGULATION	REAL ESTATE COMMISSION - INFO	REVENUE SUMMARY BY BUDGET UNIT	FOR PERIOD ENDING: 09/30/2025
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103700069901	6503	4293700	RESIDENT RENTAL AGENTS	300.00	1,020.00	
103700069901	6503	4293701	AUCTIONEER	.00	225.00	
103700069901	6503	4293702	BROKER	3,600.00	10,575.00	
103700069901	6503	4293703	HOME INSPECTORS	.00	200.00	
103700069901	6503	4293704	PROPERTY MANAGER	450.00	2,500.00	
103700069901	6503	4293705	SALES AGENTS	900.00	2,700.00	
103700069901	6503	4293707	FIRMS	500.00	1,925.00	
103700069901	6503	4293708	CONDOMINIUMS	.00	3,003.33	
103700069901	6503	4293710	TIMESHARE PROJECTS	.00	550.00	
103700069901	6503	4293711	EDUCATIONAL COURSES	1,550.00	3,500.00	
103700069901	6503	4293712	ADDITIONAL LICENSES	60.00	210.00	
103700069901	6503	4293713	CHANGE OF ADDRESS	255.00	1,650.00	
103700069901	6503	4293714	CERTIFICATES OF LICENSURE	195.00	930.00	
103700069901	6503	4293715	LATE RENEWAL FEES	.00	1,120.00	
103700069901	6503	4293719	RENEWAL BROKER	.00	625.00	
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	7,810.00	30,733.33	*
ACCT: 42			LICENSES, PERMITS & FEES	7,810.00	30,733.33	**
103700069901	6503	4393003	MISC FINES & PENALTIES	.00	1,000.00	
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	.00	1,000.00	*
ACCT: 43			FINES, FORFEITS & PENALTIES	.00	1,000.00	**
103700069901	6503	4596002	LICENSE LAW BOOKS SOLD	100.00	110.00	
103700069901	6503	4596003	DIRECTORIES/HOME BUYER GU	940.00	1,880.00	
ACCT: 4596				1,040.00	1,990.00	*
ACCT: 45			CHARGES FOR SALES & SERVICES	1,040.00	1,990.00	**

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STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 09/30/2025

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AGENCY	10	LABOR & REGULATION		
BUDGET UNIT	1037	REAL ESTATE COMMISSION - INFO		
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH
103700069901	6503	4920045	NONOPERATING REVENUES	.00
ACCT: 4920			NONOPERATING REVENUE	.00
ACCT: 49			OTHER REVENUE	.00
CNTR: 103700069901				8,850.00
103700069902	6503	4920045	NONOPERATING REVENUES	.00
ACCT: 4920			NONOPERATING REVENUE	.00
ACCT: 49			OTHER REVENUE	.00
CNTR: 103700069902				.00
COMP: 6503				8,850.00
B UNIT: 1037				8,850.00
			YEAR-TO-DATE	
			27,834.36	*
			27,834.36	**
			61,557.69	***
			4,415.98	*
			4,415.98	**
			4,415.98	***
			65,973.67	****
			65,973.67	*****

Revenue Report Ending 09/30/25

(Additional Report)

Description	Budgeted	Current	Rev. to be Rec	YTD	PCT Rec.
Residential Rental Agents	5,000	300	3,980	1,020	20
Auctioneer	225	0	0	225	100
Broker	50,000	3,600	39,425	10,575	21
Home Inspectors	2,500	0	2,300	200	8
Property Manager	10,000	450	7,500	2,500	25
Sales Agents	6,000	900	3,300	2,700	45
Firms	12,000	500	10,075	1,925	16
Condominiums	12,000	0	8,996.67	3,003.33	25
Timeshare Projects	8,000	0	7,450	550	6
Educational Courses	18,000	1,550	14,500	3,500	19
Additional Licenses	2,000	60	1,790	210	10
Change of Address	11,000	255	9,350	1,650	15
Certificate of Licensure	5,000	195	4,070	930	18
Late Renewal Fees	24,000	0	22,880	1,120	4
Renewal Res Rental Agents	5,000	0	5,000	0	
Renewal Auctioneer	4,000	0	4,000	0	
Renewal Broker	195,000	0	194,375	625	0
Home Inspection Renewal	4,500	0	4,500	0	
Renewal Property Manager	13,000	0	13,000	0	
Renewal Sales Agents	14,000	0	14,000	0	
Renewal Timeshare Agents	225	0	225	0	
Renewal Firms	43,000	0	43,000	0	
Renewal Timeshare Project	7,000	0	7,000	0	
Renewal Additional Licenses	5,000	0	5,000	0	
Misc. Fines, Penalties and NO Rev	31,000	33,250.34	(-2,250.34)	33,250.34	107
Interest Earned					
License Law Books Sold	1,000	100	890	110	11
Directories/Lists Sold	11,000	940	9,120	1,880	17
	499,450	8,850	425,726.67 (-2,250.34)	65,973.67	13

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103700069901	1140000	565,168.90	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	100,000.00	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			665,168.90	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			665,168.90	DR **	
BUDGET UNIT TOTAL 1037			665,168.90	DR ***	

BUDGET UNIT 1037

AVAILABLE FUNDS
AS OF: 10/31/2025
FY YEAR REMAINING: 66.6%
PAY DAYS REMAINING: 15

MONTHLY

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DATE 11/01/2025

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
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6503-I	766,782.00	0.00	0.00	20,084.36	199,365.80	547,331.84	665,168.90
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BUDGETED TOT	766,782.00	0.00	0.00	20,084.36	199,365.80	547,331.84	
ALL COMP TOT	766,782.00	0.00	0.00	20,084.36	199,365.80	547,331.84	

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	397,819.00	0.00	0.00	43,929.40	129,324.31	268,494.69	67.5
5102	EMPLOYEE BENEFITS	118,712.00	0.00	0.00	13,902.96	41,160.01	77,551.99	65.3
5203	TRAVEL	13,947.00	0.00	0.00	3,477.48	3,477.48	10,469.52	75.1
5204	CONTRACTUAL SVCS	223,989.00	0.00	20,084.36	4,791.96	21,219.93	182,684.71	81.6
5205	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	615.27	2,416.07	7,583.93	75.8
5207	CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	1,768.00	547.00	23.6
5208	OTHER	0.00	0.00	0.00	41.16-	0.00	0.00	0.0
	TOTALS	766,782.00	0.00	20,084.36	66,675.91	199,365.80	547,331.84	71.4

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	397,819.00	0.00	0.00	43,929.40	129,324.31	268,494.69	67.5
5102000	EMPLOYEE BENEFITS	118,712.00	0.00	0.00	13,902.96	41,160.01	77,551.99	65.3
5203000	TRAVEL	13,947.00	0.00	0.00	3,477.48	3,477.48	10,469.52	75.1
5204000	CONTRACTUAL SVCS	223,989.00	0.00	20,084.36	4,791.96	21,219.93	182,684.71	81.6
5205000	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	615.27	2,416.07	7,583.93	75.8
5207000	CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	1,768.00	547.00	23.6
5208000	OTHER	0.00	0.00	0.00	41.16-	0.00	0.00	0.0
	PS SUBTOTALS	516,531.00	0.00	0.00	57,832.36	170,484.32	346,046.68	67.0
	OE SUBTOTALS	250,251.00	0.00	20,084.36	8,843.55	28,881.48	201,285.16	80.4
	COMPANY 6503-I TOT	766,782.00	0.00	20,084.36	66,675.91	199,365.80	547,331.84	71.4

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 10/31/2025

AGENCY	BUDGET UNIT	10	LABOR & REGULATION	REAL ESTATE COMMISSION - INFO	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
103700069901	6503	4293700	RESIDENT RENTAL AGENTS						660.00	1,680.00
103700069901	6503	4293701	AUCTIONEER						.00	225.00
103700069901	6503	4293702	BROKER						4,525.00	15,100.00
103700069901	6503	4293703	HOME INSPECTORS						400.00	600.00
103700069901	6503	4293704	PROPERTY MANAGER						675.00	3,175.00
103700069901	6503	4293705	SALES AGENTS						225.00	2,925.00
103700069901	6503	4293707	FIRMS						1,200.00	3,125.00
103700069901	6503	4293708	CONDOMINIUMS						.00	3,003.33
103700069901	6503	4293710	TIMESHARE PROJECTS						.00	550.00
103700069901	6503	4293711	EDUCATIONAL COURSES						4,050.00	7,550.00
103700069901	6503	4293712	ADDITIONAL LICENSES						30.00	240.00
103700069901	6503	4293713	CHANGE OF ADDRESS						990.00	2,640.00
103700069901	6503	4293714	CERTIFICATES OF LICENSURE						510.00	1,440.00
103700069901	6503	4293715	LATE RENEWAL FEES						.00	1,120.00
103700069901	6503	4293717	RENEWAL RES RENTAL AGENTS						900.00	900.00
103700069901	6503	4293718	RENEWAL AUCTIONEER						875.00	875.00
103700069901	6503	4293719	RENEWAL BROKER						42,375.00	43,000.00
103700069901	6503	4293720	HOME INSPECTION RENEWAL						600.00	600.00
103700069901	6503	4293721	RENEWAL PROPERTY MANAGER						2,750.00	2,750.00
103700069901	6503	4293722	RENEWAL SALES AGENTS						2,375.00	2,375.00
103700069901	6503	4293724	RENEWAL FIRMS						19,085.00	19,085.00
103700069901	6503	4293725	RENEWAL TIMESHARE PROJECT						750.00	750.00
103700069901	6503	4293726	RENEWAL ADDITIONAL LICENS						1,560.00	1,560.00
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)								84,535.00	115,268.33

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STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 10/31/2025

AGENCY BUDGET UNIT	10 1037	LABOR & REGULATION REAL ESTATE COMMISSION - INFO	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP	ACCOUNT	DESCRIPTION		
ACCT: 42			LICENSES, PERMITS & FEES	84,535.00	**
103700069901	6503	4393003	MISC FINES & PENALTIES	2,000.00	
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	2,000.00	*
ACCT: 43			FINES, FORFEITS & PENALTIES	2,000.00	**
103700069901	6503	4596002	LICENSE LAW BOOKS SOLD	20.00	
103700069901	6503	4596003	DIRECTORIES/HOME BUYER GU	500.00	
ACCT: 4596				520.00	*
ACCT: 45			CHARGES FOR SALES & SERVICES	520.00	**
103700069901	6503	4910000	OPERATING TRANSFERS IN	4,415.98	
ACCT: 4910			OPERATING TRANSFERS IN	4,415.98	*
103700069901	6503	4920045	NONOPERATING REVENUES	27,834.36	
ACCT: 4920			NONOPERATING REVENUE	27,834.36	*
ACCT: 49			OTHER REVENUE	4,415.98	**
CNTR: 103700069901				153,028.67	***
103700069902	6503	4920045	NONOPERATING REVENUES	4,415.98	
ACCT: 4920			NONOPERATING REVENUE	4,415.98	*
ACCT: 49			OTHER REVENUE	4,415.98	**
CNTR: 103700069902				4,415.98	***
COMP: 6503				157,444.65	****
B UNIT: 1037				157,444.65	*****

Revenue Report Ending 10/31/25

(Additional Report)

Description	Budgeted	Current	Rev. to be Rec	YTD	PCT Rec.
Residential Rental Agents	5,000	660	3,320	1,680	33
Auctioneer	225	0	0	225	100
Broker	50,000	4,525	34,900	15,100	30
Home Inspectors	2,500	400	1,900	600	24
Property Manager	10,000	675	6,825	3,175	31
Sales Agents	6,000	225	3,075	2,925	48
Firms	12,000	1,200	8,875	3,125	26
Condominiums	12,000	0	8,996.67	3,003.33	25
Timeshare Projects	8,000	0	7,450	550	6
Educational Courses	18,000	4,050	10,450	7,550	41
Additional Licenses	2,000	30	1,760	240	12
Change of Address	11,000	990	8,360	2,640	24
Certificate of Licensure	5,000	510	3,560	1,440	28
Late Renewal Fees	24,000	0	22,880	1,120	4
Renewal Res Rental Agents	5,000	900	4,100	900	18
Renewal Auctioneer	4,000	875	3,125	875	21
Renewal Broker	195,000	42,375	152,000	43,000	22
Home Inspection Renewal	4,500	600	3,900	600	13
Renewal Property Manager	13,000	2,750	10,250	2,750	21
Renewal Sales Agents	14,000	2,375	11,625	2,375	16
Renewal Timeshare Agents	225	0	225	0	
Renewal Firms	43,000	19,085	23,915	19,085	44
Renewal Timeshare Project	7,000	750	6,250	750	10
Renewal Additional Licenses	5,000	1,560	3,440	1,560	31
Misc. Fines, Penalties and NO Rev	31,000	6,415.98	(-8,666.32)	39,666.32	127
Interest Earned					
License Law Books Sold	1,000	20	870	130	13
Directories/Lists Sold	11,000	500	8,620	2,380	21
	499,450	91,470.98	342,005.35 (-8,666.32)	157,444.65	31

Proposed 2026 Meeting Dates

January 7-8

March 11-12

May 13-14

July 15-16

September 16-17

November 11-12

ARELLO Meetings

Louisville, Kentucky
April 14–16, 2026

Maui, Hawaii
September 15–17, 2026

South Dakota/North Dakota Annual Convention

September ? 2026