



**North Dakota Real Estate Commission Meeting Minutes -- FINAL**  
**9:00 a.m., Thursday, May 22, 2025**  
**1120 College Dr Ste 204, Bismarck, ND**

[www.realestatend.org](http://www.realestatend.org)

Present virtually: Scott Breidenbach, chair; Sandra Meyer, vice chair; members: Steven Bitz, Steven Link, Tate Cymbaluk; David Phillips, special assistant attorney general; staff: Jeanne Prom, executive director; Rob Yost, CPA/auditor; Cieana Schneider, licensing specialist. Members of the public also present.

1. Call to order, roll call and determination of quorum. Chair Mr. Scott Breidenbach called the meeting to order at 9:00 a.m. Ms. Jeanne Prom, executive director, called the roll, with a quorum of all members present.
2. 2025-2026 salary information and draft budget. Ms. Prom explained additional information on salaries and classifications of state employees, including 2023 legislation on targeted market equity compensation adjustments, and a 3 and 5 percent increase in current salaries. The information was used as a guide in an example of an allocation of \$20,000 to align salaries to similar jobs in licensing boards and state agencies. The commission discussed this information and the research staff completed with North Dakota Office of Management and Budget (OMB) and other state real estate commissions. The commission discussed the overall income and expenses budget, license and license application numbers.

Mr. Tate Cymbaluk moved to increase staff salaries by 5 percent for 2025-2026. Ms. Sandra Meyer seconded. Roll call vote: ayes – Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer, Mr. Breidenbach; nays – none. Motion carried unanimously.

Mr. Tate Cymbaluk moved to increase the 2025-2026 salary line by \$20,000 as presented: \$9,000 – executive director position; \$4,000 – CPA/auditor position, \$3,000 – each licensing specialist (\$6,000) total; and \$1,000 – office/program assistant to move salaries closer to the minimum salary in the OMB salary range for the positions grades. Mr. Steven Link seconded. Discussion: The commission discussed that this will establish a pay differential between the positions of executive director and CPA/auditor and clarified that this market adjustment to salaries was an initial step and the commission will review salaries as part of next year's budgeting process. Roll call vote: ayes – Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer, Mr. Breidenbach; nays – none. Motion carried unanimously.

Mr. Steven Link moved to accept the proposal from Rice Insurance to provide errors and omissions insurance for January 1, 2026 through January 1, 2027 for \$187. Mr. Cymbaluk seconded. Discussion: The annual insurance rate has been \$187 for several years. Motion carried by unanimous voice vote.

Ms. Meyer moved to approve the lease for September 1, 2025 through August 31, 2030 at the current space: 1,800 square feet at 1120 College Drive, Suite 204, Bismarck, at \$17/square foot, which translates to \$2,550/month, or \$30,600/year; inclusive of all costs such as common area maintenance and utilities. Mr. Link seconded. Discussion: Current costs for the same space are \$15.50/square foot. Motion carried by unanimous voice vote.

Mr. Tate Cymbaluk moved to increase the 2025-2026 commission compensation daily rate to that of legislators, which is \$219/day. Mr. Link seconded. Discussion: The current daily rate is \$213 and the \$219/day rate for legislators takes effect July 1, 2025. Roll call vote: ayes – Mr. Cymbaluk, Mr. Link, Ms. Meyer, Mr. Breidenbach; nays – Mr. Bitz. Motion carried 4-1.

The commission agreed by consensus to table any action on setting a policy on staff bonuses until the next meeting. The commission asked Ms. Prom to look into OMB and other agency policies.

The commission reviewed the report on progress in meeting 2024-2025 priorities and agreed by consensus that they did not need a formal motion to approve the report. The commission approved the 2025-2026 priorities at their last meeting. After a request from Chair Breidenbach on the priority to meet with local boards and the state association, Ms. Jill Beck, North Dakota Association of Realtors (NDAR), suggested that Mr. Breidenbach and Ms. Prom be on the agenda at the June 26 NDAR Board of Directors meeting. Mr. Breidenbach and Ms. Prom will attend that meeting. On the priority to implement 2025 legislation, Ms. Prom reported that staff has updated the property condition disclosure statement to comply with the new law requiring the statement to include additional health information on radon. Mr. Phillips will review, and Ms. Prom will share the statement in its final form with the commission by email. Ms. Beck reported that the association will include the required radon health statement on their property condition disclosure statement as well as the NDAR purchase agreement, as not all transactions include property condition disclosure. Ms. Meyer noted that Minnesota purchase agreements include a radon statement.

Mr. Cymbaluk moved to approve the 2025-2026 detailed budget with approved changes made today. Mr. Link seconded. There was no further discussion. Roll call vote: ayes – Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer, Mr. Breidenbach; nays – none. Motion carried unanimously. Ms. Prom thanked the commissioners on behalf of all staff for considering and approving the salary adjustments.

3. Minutes – April 25 and May 8, 2025 meetings. Mr. Link moved to approve the April 25, 2025 and May 8, 2025 meeting minutes as presented. Mr. Cymbaluk seconded. Motion carried by unanimous voice vote.

Ms. Prom reported that the commission office will observe summer hours, which means the office is closed Friday afternoons between Memorial Day and Labor Day weekends, although some staff may be working at that time. Staff continue to work 40-hour weeks, but can opt to adjust daily work schedules so they complete those hours by Friday afternoon.

Adjourn. Chair Breidenbach adjourned the meeting at 9:50 a.m.