



## ADMINISTRATION

**DATE:** October 13, 2016  
**FROM:** Keith J. Hunke, City Administrator   
**ITEM:** Bowen Avenue Center Management Fee

### REQUEST

Consider request to institute a minimum management fee for the Bowen Avenue Center.

### BACKGROUND INFORMATION

The initial management fee for the Bowen Avenue Center, when fully leased was \$848.00 per month. The number of tenants has recently declined. Rocky Gordon & Company, property manager for the Bowen Avenue Center, has asked that the management fee be changed to a minimum fee of \$550.00 per month.

### RECOMMENDED CITY COMMISSION ACTION

Approve request to change Bowen Avenue Center management fee to a minimum fee of \$550.00 per month.

### STAFF CONTACT INFORMATION

Keith J. Hunke, [khunke@bismarcknd.gov](mailto:khunke@bismarcknd.gov), 701-355-1300

## Keith Hunke

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**From:** Rocky Gordon [REDACTED]  
**Sent:** Wednesday, October 12, 2016 3:52 PM  
**To:** Keith Hunke; Charles Whitman  
**Subject:** management fee Bowen Ave

Gentlemen

Please consider this as our request to institute a minimum Management fee for the Bowen Avenue Center of \$550 per month. The fee when it was being fully leased was \$848 per month we request this change to be effective October 1. Thank You for your consideration of this request.

Rocky Gordon, CPM,CAPS  
President  
Rocky Gordon & Company  
701-223-8568  
[REDACTED]



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