



Metro Monitor

Winter, 2008
Volume 2, Number 1

The Newsletter for the Metro Office Park Tenant Community

Tenant Profile: Farm Bureau Insurance - Scott Chatleain

Metro Office Park Security

Metro Office Park is pleased to introduce American Security as the security provider for Metro buildings.

American Security assumed security responsibilities on December 17, 2007. Uniformed security personnel are on site daily at 4:30 pm making rounds of each building.

American Security is headquartered in St. Paul and has provided uniformed security officer services to Twin Cities companies since 1959. Their officers have been fully trained and oriented to Metro Office Park.

Hours of coverage are 4:30 pm - 7:00 am Monday through Friday with 24 hour coverage on Saturdays, Sundays and holidays.

Life Changes Fast — We'll See You Through

For nearly 90 years, Farm Bureau has worked to develop leaders in agriculture and rural communities, inform producers and agribusinesses about agriculture industry issues, and maintained an active focus on issues that improve our communities.

Farm Bureau has developed a wide variety of insurance products to assist in making important life decisions, whether personal or business.

It was this corporate longevity and product selection that attracted Agent Scott Chatleain to the company. Scott was looking for a second career to follow 17 years as a Captain in the Minnesota National Guard.

Scott is licensed as a resident insurance producer

and is nearing completion of requirements to earn his LUTC certification.

Farm Bureau Financial Services (www.fbfs.com) offers members many insurance and investment options including vehicle insurance, property/homeowners insurance, life insurance and estate preservation services.

Its investment options include mutual funds, retirement funding, education/college funding programs, and annuities.

Farm Bureau Member's Choice offers protection to meet your individual needs by paying only for what you need. Choose the coverage that makes sense for you and pay only for those options. You pay only one premium for all your coverages and only one

deductible. Discounts are available to good students, for clean driving records and for policies with multiple vehicles.

Membership is required for purchase of property or casualty coverage but other products are available without membership.

A Partner for all stages of your life, Farm Bureau Financial Services offers a broad range of innovative products, services and financial strategies to individuals, families and businesses in rural, suburban and metropolitan communities.

Contact Scott in 2901, Suite 237 or at 952/814-9300 to discuss your needs or schedule an insurance review. Or go to www.fbfs.com to view product information.

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Metro Office Park Receives Energy Star Designation



Metro Office Park has received the ENERGY STAR designation awarded by the US Government.

The ENERGY STAR designation is awarded to buildings meeting certain criteria set by the government and signifies that those buildings comply with federal stan-

dards and guidelines for energy efficient operation.

The ENERGY STAR program is a joint program between the US EPA and the US Department of Energy with the goal of saving consumers money and protecting the environment. It is a voluntary program for both individual consumers as well as businesses, with applications to your home as well as commercial properties.

To obtain the ENERGY STAR designation, your home or building must use products and practices approved to ENERGY STAR specifications.

Metro Office Park continually updates its energy practices and product use to retain the ENERGY STAR designation.

For more information see www.energystar.gov.

Tenant Profile: Human Resource Staffing



“Human Resource Staffing connects HR professionals with HR opportunities”

Imagine a hassle-free, seamless, comprehensive recruitment process that allows your company to focus on its business. That’s what Human Resource Staffing provides to its many satisfied clients.

Human Resource Staffing is a niche staffing service specializing in placing Human Resource professionals on contract and direct hire assignments. Since 1994, leading companies have partnered with Human Resource Staffing to add HR Professionals to their staff and improve the quality of their HR teams.

President and owner Don Schmitz has more than twenty years of staffing experience. Don is a published author, founder of The Grandkidsandme Foundation and writes for several magazines, websites and newsletters. The Human Resource Staffing newsletter, “Got HR” is distributed to more than 3,000 HR professionals each month.

One of the strengths of Human Resource Staffing is finding and retaining an innovative and flexible HR workforce. They interview and screen HR professionals to determine the right fit for both large and small companies. Human Resource Staffing maintains a large up-to-date database of HR professionals for all HR disciplines. Their ability to recruit the right person reduces

the risk for costly unemployment, severance and legal consequences.

Human Resource Staffing provides its employees with many benefits:

- Health & Dental Insurance
- Simple IRA
- Personal Time Off (PTO)

Candidates enjoy working for Human Resource Staffing because it often provides them an opportunity to work at a client site and gain valuable experience. 80% of Human Resource Staffing employees are offered full-time employment opportunities while on assignment.

Call them at 952/854-6040 or go to www.humanresourcestaffinginc.com.

Meet Property Administrator Shelley Unruh



The friendly voice you hear when you call the management office most likely belongs to Property Administrator Shelley Unruh.

Shelley has been with Frauenschuh and at Metro since February 2007 and has brought a wealth of experience in customer service to Metro tenants. She has a 15-year background in property management with Grubb & Ellis, KOLL/Shelard and BASE Real Estate.

Shelley’s knowledge of the many computer programs in use in the management office make her the “go to” resource and unofficial help desk for many staff questions.

Originally from Cottage Grove, she now lives in Apple Valley.

In her spare time, Shelley loves baseball (go Twins!), the Minnesota (and other) Renaissance Festivals, and music. She is an accomplished performing musician and loves live music, especially rock ‘n roll.

Garage Repairs



Repairs to the underground garages at 3001 and 2901 will begin in mid-February and continue for approximately four weeks.

This work involves repairs to the concrete decking on the east and west ends of each garage and will require redirecting traffic inside the garages for the duration of the project. The garages will remain open to parking while the repairs are in progress.

The work will also require rerouting traffic on the north surface lots of each building and excavating small sections of those lots.

Pavement repairs will be completed as soon as spring weather permits. The lot will be reopened to traffic and parking as soon as repairs are completed.

Every effort will be made to minimize the inconvenience to tenants, staff and clients. Watch your e-mails for updates.

Thank you for your cooperation!

At Work Oil Change

Metro Office Park is pleased to offer its tenants another onsite amenity.

Beginning Wednesday, February 6, and every Wednesday thereafter, At Work Oil Change will be offering tenants the convenience of vehicle oil changes during the office day while at work at Metro.

At Work Oil Change is a weekly service that brings the convenience of an oil change to you rather than you having to go to a garage for that service.

You will recognize At Work Oil Change by the red truck and trailer that will be parked in the parking lot to the south of buildings 2901 and 3001 along American Boulevard.

No appointment is needed. Simply drive up to the truck and the At Work staff will do the rest.

Hours are 7am–5pm.

Watch for flyers and coupons introducing the service or check them out at www.atworkoilchange.com.

**AT WORK OIL CHANGE:
WE COME TO YOU
FOR A CHANGE!**

The MindBender



Solve this issue's *MindBender* to win a \$10 Gift Certificate to D•Brian's Deli.

Question: Solve this Cryptogram:
S FLRRE BSKLY ZB S FLRRE LSVRLY!
 (Hint: Ben Franklin's advice for your money)

Fax your solution to 952/851-3274. Attn: Alice. Include your name, company and daytime phone number. The first four correct solutions, based on the date/time stamp on your fax, win a \$10 gift card to D•Brian's Deli. To win, you must be a tenant or employee at Metro Office Park verified by your employer.

Please share the fun and wealth: No person can be a winner two issues in a row.

Last issue's winners:
 Ron and Michael from FAA and Justine from TSA. Congratulations all!

To see the MindBender from last issue go to www.metroofficepark.net and click on Newsletter.

The Sidelight

Welcome New Tenants!
 Total Freedom Realty — Joe Allen — 7851-121

Upcoming Events



Blood Drive

The next Memorial Blood Centers blood drive is scheduled for May 14, 2008. Watch

for announcements as the date gets closer.

The January blood drive was a success exceeding the target set by MBC.

Thanks to all tenants for supporting this worthy cause!

Tenant Contact Updates

A reminder to all tenants to complete the Tenant Contact sheets and return to Shelley in the management office. Please help us keep your contact information current.

Metro Q & A—Your Questions About Policy or Procedure



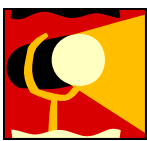
I have an old PC, monitor and keyboard I would like to get rid of. I know I can't dispose of them in the trash but can you suggest some places that accept old PC's?



Some available resources (there are many more) include:

- The Twin Cities Free Market (www.twincitiesfreemarket.org) helps with donations.
- The St. Vincent de Paul Thrift Stores in Minneapolis and St. Paul accepts computers with Windows 98 or newer. Call Larry Clemens, 651/336-5360.
- The Salvation Army accepts donations; call 612/332-5855 during daytime hours.
- The website www.recycles.org acts as a middleman for donations. You tell them specifics on your computer and they'll find a nonprofit that needs it.
- Urban Ventures People's Exchange will come out to pick up used computers in working condition. Phone 612/720-8847— Ask for Pop.

Security Spotlight — Protect Your Business From Economic Espionage



According to the FBI, the Cold War is not over but has moved to a new arena: the global marketplace.

The FBI estimates that every year billions of US dollars are lost to foreign competitors who deliberately target economic intelligence in flourishing US industries and technologies and who cull intelligence out of shelved technologies by exploiting open source and classified information known as trade secrets.

Foreign competitors who criminally seek economic intelligence generally operate in three ways to create their spy networks:

- They aggressively target susceptible people working for US companies

and research institutions

- They recruit people to locate economic intelligence through operations like bribery, discreet theft, dumpster diving and wiretapping
- They establish seemingly innocent business relationships between foreign companies and US industries to gather economic intelligence, including classified information

The Economic Espionage Act (EEA) was signed into law October 11, 1996, to safeguard our nation's economic secrets.

There are six steps to protecting your business from espionage:

- Recognize there is a real threat
- Identify and value trade secrets

- Implement a definable plan for safeguarding trade secrets
- Secure physical trade secrets and limit access to trade secrets
- Confine intellectual knowledge
- Provide ongoing security training to employees

FBI Director Robert Mueller has designated economic espionage as the FBI's number two priority — second only to terrorism.

To report violations, obtain additional information, or schedule a presentation regarding Economic Espionage, contact the Economic Espionage Unit at 202/324-6930. Go to www.fbi.gov for additional information.

Information obtained from www.fbi.gov



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www.metroofficepark.net

Property Management and Leasing Services are Provided By:

Frauenshuh
3001 Metro Drive, Suite 250
Bloomington, MN 55425
Phone: 952/854-1170
Fax: 952/851-3274
www.frauenshuhcommercial.com



FRAUENSHUH
Property and Asset Management

Metro Office Park Amenities and Services Directory

D•BRIAN'S DELI AND CATERING

First Floor — 3001

Serving from 7:00 — 2:00 M-F

Enjoy Convenient Quality in a cook-to-order breakfast and regular lunch specials with plasma TV, fireplace, WIFI and lounge seating.



METRO HAIR DESIGN

First Floor — 7850

M — F — 7:30 am — 5:30 pm

Saturdays and later times by appointment— Hair styles for men and women — Bring your shoes in for a shine, too!
Phone: 952/854-6000



ON-SITE MAIL DELIVERY

US mail is delivered directly to Tenants' suites Monday — Friday (except holidays).



OVERNIGHT MAIL SERVICES

FedEx is located in the Lower Level of 3001 and curbside at 7850; DHL at the front entrance to 2901 and curbside at 7850; UPS curbside at 7850.



VENDING AND BREAK ROOMS

Each Metro Office Park Building has snack and soda vending and break rooms located in the lower level.



ATM

The Guaranty Bank ATM is located in the lower level of the 3001 Building. Fees may apply.



BUS SERVICE

Bus stops are located at the intersections of American Boulevard and Metro Drive. Multiple routes serve Metro Office Park. Contact Metro Transit at 612/373-3333 or www.metrotransit.org.



LIGHT RAIL TRANSPORTATION

Metro Transit operates the Hiawatha Line (Route 55) light rail transit which connects Minneapolis locations between the Mall of America and downtown Minneapolis. Transit stations close to Metro Office Park are located at the Mall of America, Bloomington Central station and the 28th Avenue station. Contact Metro Transit at 612/373-3333 or www.metrotransit.org/rail for more info.



METRO MONITOR NEWSLETTER

The Metro Monitor Newsletter is published periodically and is available on the Metro Office Park website only at



www.metroofficepark.net. No hard copies are available unless tenants print them themselves.

CONFERENCE AND SEMINAR ROOMS

Metro Office Park has conference rooms available for use by Metro tenants free of charge. Larger seminar rooms are also available for a fee. Contact the Management Office at 952/854-1170 for reservations.



GARAGE PARKING

Each Metro Office Park building has heated, secured parking available for lease. Seasonal leases are available. Contact the Management Office at 952/854-1170.



WORKOUT FACILITY

Metro Office Park's Workout Facility is located in the 7850 Building on first floor. All Tenants have free access to this facility.



NOTARY PUBLIC

Notary Public service is available at no charge to Metro tenants and employees in the Management Office.



AT WORK OIL CHANGE

Oil changes performed on-site each Wednesday.
www.atworkoilchange.com

