



Minnesota GreenStep Cities

Using the Website



Topic

[Logging In](#) (slides 3-4)

[Home Page](#) (slide 5)

[NEW GSCs – Instruction and Registration Form](#) (slides 6-8)

[View/Add Action Contact](#) (slides 9-11)

[View/Add Action Report](#) (slides 12-13)

- [Editing an Action Report](#) (slide 14)
- [Adding a New Action Report](#) (slide 15)

[Additional Website Tips](#) (slide 16)



Minnesota GreenStep Cities



Search



[Home](#) [About](#) [Best Practices](#) [Steps 1-5](#) [Recognition](#) [All Cities](#) [Ordinances](#) [Contact](#) [News](#)

[Log in](#)

Welcome to GreenStep Cities

Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program, managed by a public-private partnership, is based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. [\[More\]](#)

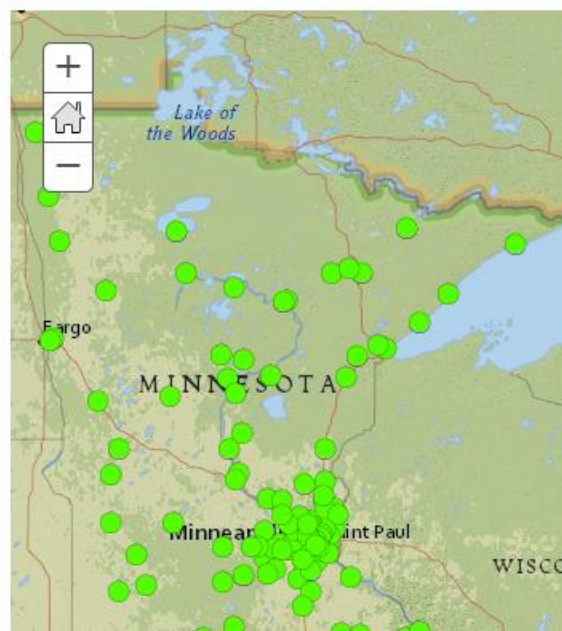


What are the
benefits
to being a
GreenStep city?

Recognition Steps 1-5

Learn about the benefits of program participation, and then

- 1 Build community interest; have program staff visit your city; join GreenStep by adopting a city resolution
- 2 Post brief info on this web site about what you've already done; be recognized for implementing between 4 & 8 best practices
- 3 Implement at your own pace an additional 4 – 8 best practices; complete a handful of high-impact best practice actions (ask us for help)



Latest Cities to Join

[Hallock](#) - 03/11/2019
[Dilworth](#) - 02/11/2019
[Chanhassen](#) - 08/27/2018
[Stillwater](#) - 07/31/2018
[Mahnomen](#) - 05/22/2018
[Crosslake](#) - 04/09/2018
[Lewiston](#) - 03/28/2018
[North Branch](#) - 01/23/2018
[Lakeville](#) - 11/06/2017
[Vesta](#) - 10/10/2017
[Wyoming](#) - 10/03/2017

Logging In

[Home](#) [About](#) [Best Practices](#) [Steps 1-5](#) [Recognition](#) [All Cities](#) [Ordinances](#) [Contact](#) [News](#)

[Log in](#)

Log in


[Log in](#)

[Reset your password](#)

Username*

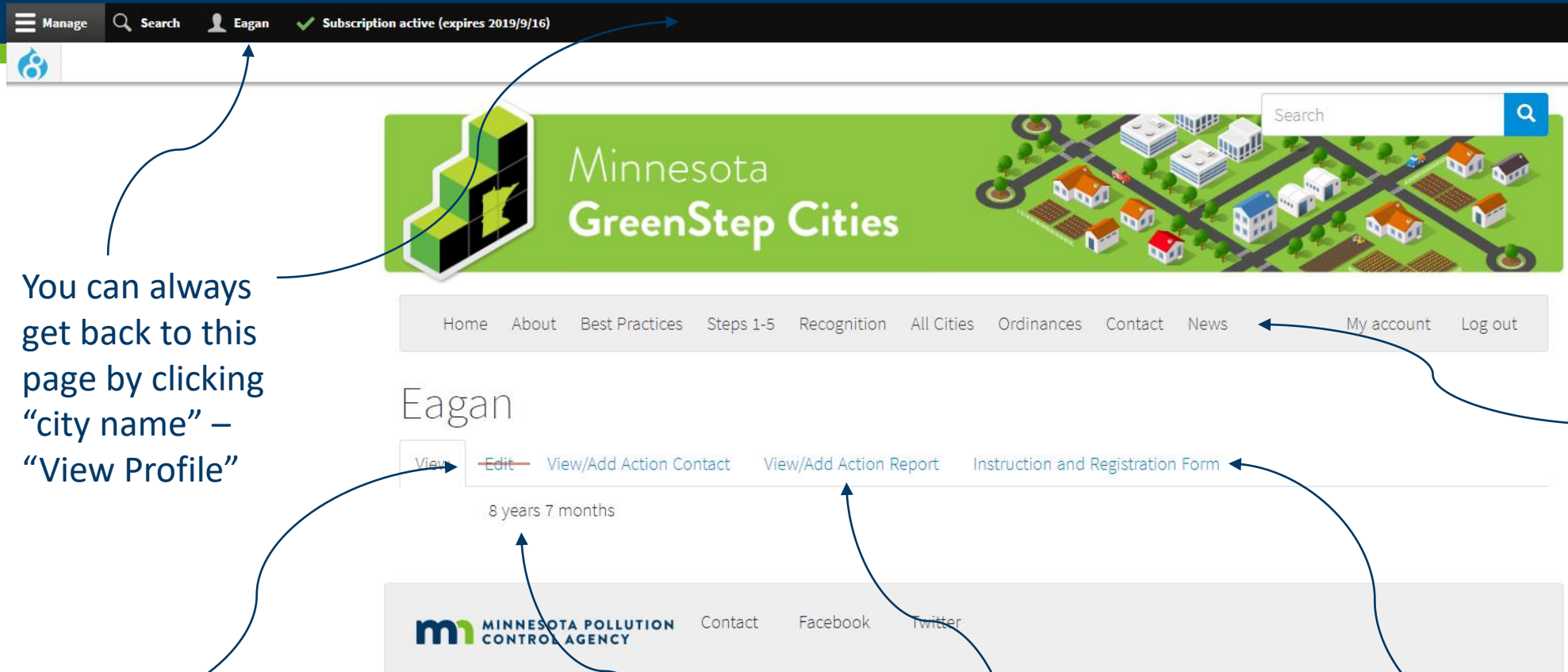
Eagan

Password*

 Log in

Enter your username and password. If you forgot the username and password, select the “Reset your password” tab and follow the instructions for contact GreenStep staff.

Home Page



You can always get back to this page by clicking “city name” – “View Profile”

Ignore this unless you need to change the account email or password.

How long you have been in the GreenStep program!

You will use this the most.

This is ONLY for NEW Step 1 communities.

You can continue to access the website using the usual tabs here. It will keep you logged-in.

NEW GSCs – Instruction and Registration Form

Manage Search Eagan Subscription active (expires 2019/9/16)

Minnesota GreenStep Cities

Search

Home About Best Practices Steps 1-5 Recognition All Cities Ordinances Contact News My account Log out

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View Edit View/Add Action Contact View/Add Action Report Instruction and Registration Form

8 years 7 months

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Once logged in, click on
“Instruction and Registration
Form”

NEW GSCs – Instruction and Registration Form

Home About Best Practices Steps 1-5 Recognition All Cities Ordinances Contact News My account Log out

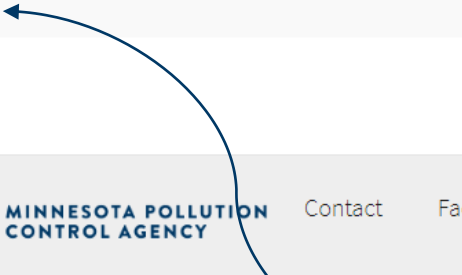
Content City Registration


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Instruction and Documents

Registration Form

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Click on your community name (It should only show one option)

Then click “Edit”

NEW GSCs – Instruction and Registration Form

Create City Registration

City Name*

Address

Address2

City

City Category*

- Select a value -

Email*

First name of city contact*

Last name of city contact*

partner list

Make sure to click the “published” box at the end and save it. GS staff will review the information before it goes live.

Create your City Registration:

- City Name
- Address
- City Category
 - Use this tool to calculate it
<https://greenstep.pca.state.mn.us/meda/13>
- Main Contact information (and their relationship to the city)
- List of partners you work with
- City Population
- Upload your resolution file for joining GSC
- Number of staff
- Website link (link to the environment/sustainability page if you have one)

View/Add Action Contact

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Minnesota GreenStep Cities

Home About Best Practices Steps 1-5 Recognition All Cities Ordinances Contact News My account Log out

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View Edit View/Add Action Contact View/Add Action Report Instruction and Registration Form

8 years 7 months

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Click on "View/Add
Action Contact"

View/Add Action Contact

Add Action Contact

Add contact information for someone who worked to implement a specific action. You can link their contact information when you report the action so that others can reach out directly. Edit contact information for someone by selecting their name below.

Name

- Andrew Pimental
- Andrew Pimental
- Cherryl Mesko
- Dale Schoeppner

Here you will see all of your listed GreenStep contacts. For each action that you enter, a contact is listed so that others who are interested in hearing more can contact someone.

NOTE: Changing contact information here will change it for every action that the individual is listed on. You can change the listed contact by going into the reported action.

NOTE: You cannot delete a contact. You can replace an individual with a new persons information or notify GS staff to remove a contact.

Have a new contact to add? Click here.

All current contacts are listed here. You can edit any of them.

View/Add Action Contact



[Home](#) [About](#) [Best Practices](#) [Steps 1-5](#) [Recognition](#) [All Cities](#) [Ordinances](#) [Contact](#) [News](#) [My account](#) [Log out](#)

Create City Action Contact

Title*

Relationship to City*

- Select a value -



Contact First Name*

Contact Last Name*

Create City Action Contact:

- Title
 - Use the format: FirstName LastName
- Relationship to the City
- Contact information

View/Add Action Report

Manage Search Eagan Subscription active (expires 2019/9/16)



[Home](#) [About](#) [Best Practices](#) [Steps 1-5](#) [Recognition](#) [All Cities](#) [Ordinances](#) [Contact](#) [News](#) [My account](#) [Log out](#)

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[View](#) [Edit](#) [View/Add Action Contact](#) [View/Add Action Report](#) [Instruction and Registration Form](#)

8 years 7 months

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Click on "View/Add
Action Report"



Content City Actions

[View](#) [Edit](#) [View/Add Action Contact](#) [View/Add Action Report](#) [Instruction and Registration Form](#)

Add Action Report

Add a new action report here. GreenStep staff will be notified when you enter a report. Edit an old action report by selecting the action below.

1. Efficient Existing Public Buildings: - Benchmark energy and water usage, identify savings opportunities in consultation with state programs, utilities and others to implement cost-effective energy and sustainability improvements.

1. Enter building information into the Minnesota B3 Benchmarking database and routinely enter monthly energy, water use data for all city-owned buildings.

[view](#)

2. Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.

[view](#)

3. Invest in larger energy efficiency projects through performance contracting or other funding or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.

[view](#)

4. Implement information technology efforts and city employee engagement to reduce plug loads, building energy use and workflow efficiency.

[view](#)

All current action reports are listed here. You can edit any of them by clicking “view” below the action.

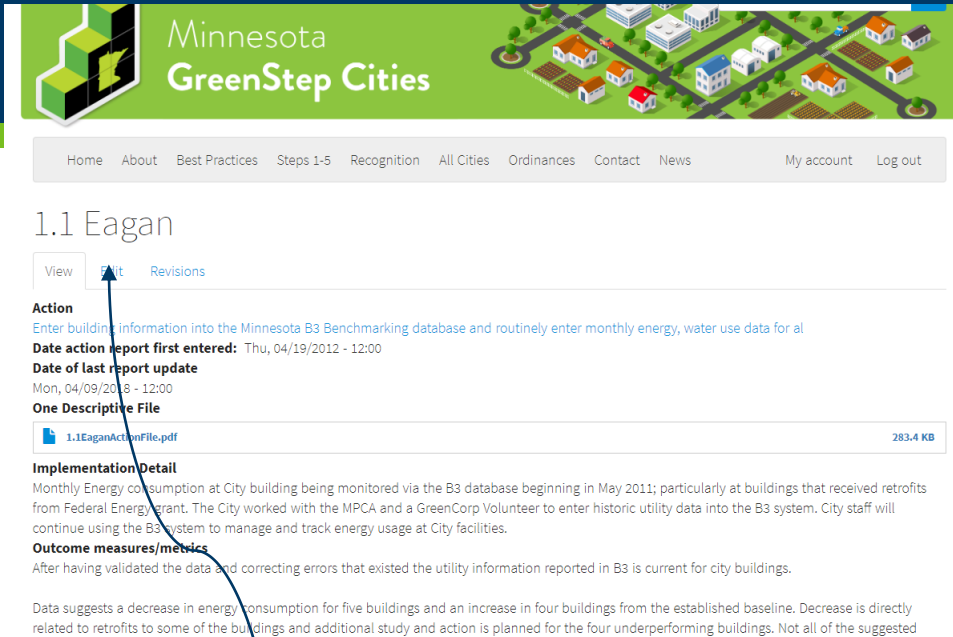
Have a new action to report? Click here.

View/Add Action Report

Here you will see all of your listed GreenStep action reports. Reports are reviewed and “scored” before going public.

NOTE: You cannot delete an action. You can edit the action or notify GS staff to remove an action if necessary.

Edit an Action Report



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Home About Best Practices Steps 1-5 Recognition All Cities Ordinances Contact News My account Log out

1.1 Eagan

View **Edit** Revisions

Action
Enter building information into the Minnesota B3 Benchmarking database and routinely enter monthly energy, water use data for al
Date action report first entered: Thu, 04/19/2012 - 12:00
Date of last report update
Mon, 04/09/2018 - 12:00
One Descriptive File
1.1EaganActionFile.pdf 283.4 KB

Implementation Detail
Monthly Energy consumption at City building being monitored via the B3 database beginning in May 2011; particularly at buildings that received retrofits from Federal Energy grant. The City worked with the MPCA and a GreenCorp Volunteer to enter historic utility data into the B3 system. City staff will continue using the B3 system to manage and track energy usage at City facilities.

Outcome measures/metrics
After having validated the data and correcting errors that existed the utility information reported in B3 is current for city buildings.

Data suggests a decrease in energy consumption for five buildings and an increase in four buildings from the established baseline. Decrease is directly related to retrofits to some of the buildings and additional study and action is planned for the four underperforming buildings. Not all of the suggested

Click on “edit” to make any changes.

Once finished with any edits, click on the “Request Re-evaluation” button for GS staff to review and assign new stars if necessary.

Once you have clicked on the action that you would like to edit, you will need to click the “edit” tab on this page.

Year action initially completed

2011

Action Contact*

Cherryl Mesko (82070)

☐ Request Re-evaluation

Revision information
New revision

☒ Create new revision

Revision log message

Add an Action Report



[Home](#) [About](#) [Best Practices](#) [Steps 1-5](#) [Recognition](#) [All Cities](#) [Ordinances](#) [Contact](#) [News](#) [My account](#) [Log out](#)

Create City Action Report

Title (Format - BPNum.BPActionNum CityName)*

Action*



Implementation Detail*

Date action report first entered*

Create a City Action Report:

- Title (this is used for the database)
 - Format ex. 1.1 Eagan
- Action
 - Start typing keywords of the title of the action you are reporting. Ex. "B3"
- Implementation Detail (what did you do?)
- Date Action report first entered (today)
- Date of last report update (ignore for new action reports)
- Action Contact (this will auto-populate from the Action Contact list (see slides 9-11))
- Request re-evaluation (ignore for new action reports)

Additional Website Resources

- News/Opportunities
 - Posted on the [homepage](#) and the [News](#) page
 - See Announcements, resources, technical assistance, financial assistance, and other opportunities.
 - Filter by clicking on of the “related to” links (i.e. Energy)
- [Recognition](#) page
 - See data on best practice actions and metrics, charts, and more
- [Filter Best Practice Actions](#)
 - By subjects like: electric vehicles, pollinators, public engagement, etc.
- [Welcome Guide](#)
 - Need a refresher for GreenStep or new to the program?
- [Ordinances](#)
 - A model ordinance and guidance library
- [Best Practice Advisors](#)
 - Technical experts here to help!

Energy

Energy efficiency, renewable energy, utilities, etc.

Home Energy Hub

A new energy efficiency resource, the [Home Energy Hub](#), is a tool to share with your residents.

Tags

[Education](#)

[Energy](#)

[Read more](#)

Edina Adopts Commercial Energy Benchmarking Ordinance

to be phased in for commercial/multi-family buildings over 25,000 sq. ft. See details of this *GreenStep BP action # 2.3* in the [council decision packet](#)

Tags

[Energy](#)

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Thank You!

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[Contact Information](#)