



Minnesota
GreenStep Cities



Minnesota
GreenStep Tribal Nations

Using the Website

<https://greenstep.pca.state.mn.us/>

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Finding and Using Best Practice Actions



The GreenStep 29 best practices

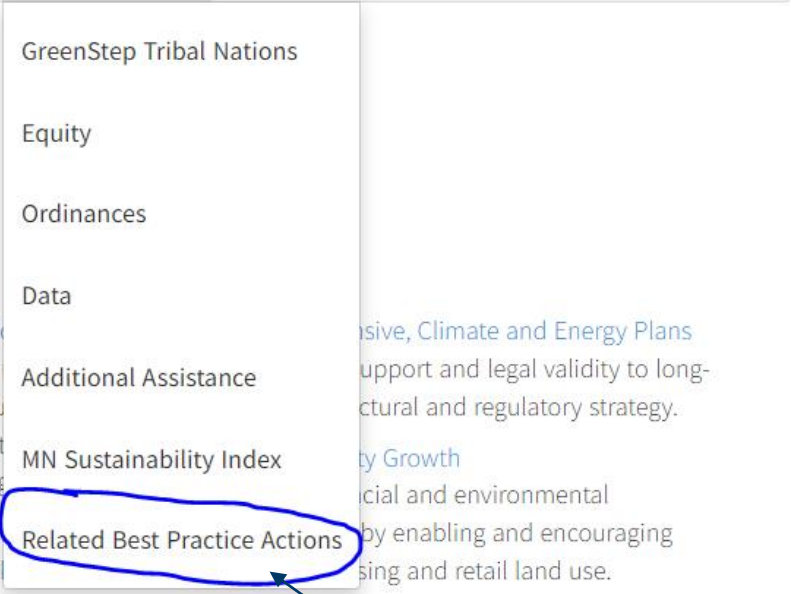
The GreenStep 29 best practices

- Make planning and tracking easier [download this spreadsheet](#) that lists all unique actions – approximately 175 – for all 29 best practices.
- Cities that implement a minimum number of best practices organized into these five topical areas will be recognized as Step Two and Step Three GreenStep Cities. See [What are Step Two and Three Recognition Minimums?](#)

Buildings and Lighting



1. Efficient Existing Public Buildings
2. Efficient Existing Private Buildings



Find all of the [Best Practices](#) and their actions here

[Filter by related best practices actions](#) here

- Not sure where to start?**
- Explore the Best Practices on the website
 - Use the Filter to selected additional categories (ex. actions related to schools)



Best Practice

GreenStep City Best Practices: Buildings and Lighting
Efficient Existing Public Buildings {BP No. 1}
Benchmark energy and water usage, identify savings opportunities in consultation with state programs, utilities and others to implement cost-effective energy and sustainability improvements.

Best Practice Actions

1. Enter/update building information into the [MN B3 Benchmarking database](#), and routinely enter monthly usage data for all city-owned buildings/infrastructure that consume energy/water.
2. Make **no/low cost** indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.
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.
4. Implement **IT efforts and city employee engagement** to reduce plug loads, building energy use and workflow efficiency.
5. Document that the **new construction or major remodeling** of a public

Step 3 Recognition Best Practice for Category A and B cities

Category A cities: implement this best practice by completing actions 1 and 2 and one additional action.

Category B cities: implement this best practice by completing actions 1 and 2.

Category C cities: implement this best practice by completing any one action.

Step 4 Recognition Metric for Category A, B and C cities

Metric # 1: City Buildings and Lighting

Summary

In city buildings the owner is also likely going to be the

Best Practice

This one is BP 1 – Benchmark energy and water usage...

See which actions may be required for future steps

Best Practice Actions

Each BP has 3-8 actions listed

See which Step 4 & 5 metrics are connected to this BP

We call this one BPA 1.4

Keep scrolling to find a summary and benefits information

Best Practice Action Detail

Best Practice Action 16.1

GreenStep City Best Practices: Environmental Management
Community Forests and Soils No. 16
Add city tree and plant cover that conserves topsoils and increases community health, wealth, quality of life.

Greenstep Advisor



Valerie McClannahan, Community Forestry Coordinator, MN
Department of Natural Resources:
651-259-5283,
valerie.mcclannahan@state.mn.us,
www.dnr.state.mn.us/forestry/urban

Best Practice Action 1

[Back to best practice page](#)
Certify as a Tree City USA.

Implementation Tools

Star-level Examples

- ★ **GOOD** Certified for at least one calendar year.
- ★★ **BETTER** Certified for 30 or more years, or recipient of a Growth award within the past year.
- ★★★ **BEST** Certified for at least 10 years with an annual tree budget (for maintenance, planting, replacements, removals, etc.) of at least \$8 per resident (4x the Tree City requirement); calculate and publicize the financial and other benefits of trees to your city; earn the Arbor Day Foundation's Growth Award for ten years (recognition as a Sterling Tree City USA).

Talk to someone! Each BP has an advisor ready to help you find resources and answer your questions

Star Ratings provide you with examples and guidance for ways to take *good* – *better* – *best* actions.

Keep scrolling to find a list of “who’s doing it?”

Best Practice Action

Implementation Tools

Click on this tab to find additional information and links to resources to help you get started

Expand All

Who's doing it

Albert Lea - ★★ ★

Date action report first entered: 07/11/2016

Date of last report update: 07/11/2016

Year action initially completed:

Implementation details:

Albert Lea has been a certified Tree City USA community for 22 years. The 2016 tree budget averages \$8.45 per resident.

Outcome measures/metrics/money saved:

Descriptive File: [view file](#)

Descriptive links:

For more information contact:

Jerry Gabrielatos (City staff) | jgabrielatos@ci.albertlea.mn.us | 507-377-4316

Partners:

[View All Albert Lea Actions](#)

Fergus Falls - ★★ ★

Golden Valley - ★★ ★

Their star rating for this action

Implementation details summarize the action taken

Files and links to learn more

Contact info to learn more

Example questions to ask:

- How did you find support to take this action?
- Did this action have any costs associated with it?
- What funding did you use to complete this action?
- How many and which staff were involved in completing this action?
- Did you run into any barriers that we should consider before taking this action?



Minnesota GreenStep Cities



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[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. [\[More\]](#)

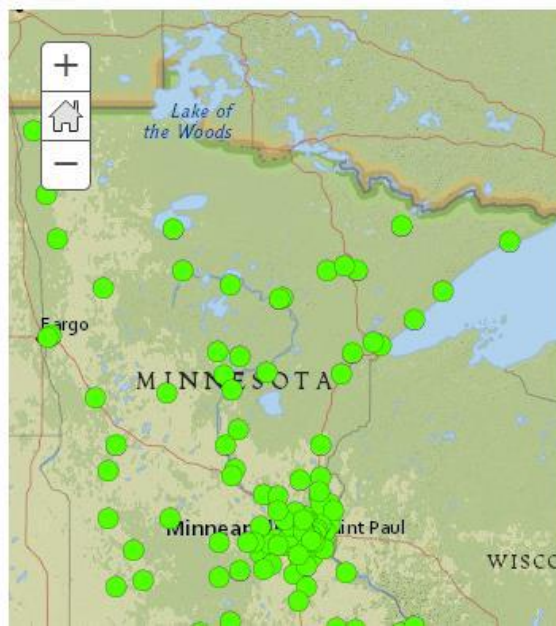


What are the
benefits
to being a
GreenStep city?

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

Log in

Log in

[Reset your password](#)

Username*

Eagan

Password*

.....

 Log in

Enter your username and password. Your username is your cityname with no spaces: for example, GrandRapids. If you forgot the username and password, select the “Reset your password” tab and follow the instructions for contact GreenStep staff.

Home Base



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

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



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

8 years 7 months



How long you have been in the GreenStep program!

You will use this the most.

This is ONLY for NEW Step 1 communities.

NEW GSCs – Instruction and Registration Form



Eagan

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

8 years 7 months

Once logged in, click on "Instruction and Registration Form"

NEW GSCs – Instruction and Registration Form

Content City Registration

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/medi a/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

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

Eagan

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

8 years 7 months

 MINNESOTA POLLUTION CONTROL AGENCY Contact Facebook Twitter

Click on "View/Add
Action Contact"

View/Add Action Contact



Content City Contacts

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

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](#)

Have a **new contact** to add? Click here.

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

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.

View/Add Action Contact



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Create City Action Contact

Title*

Relationship to City*

Contact First Name*

Contact Last Name*

Create City Action Contact:

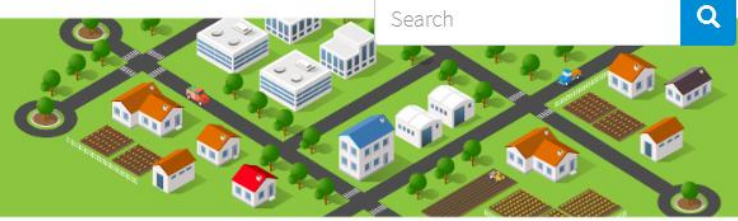
- Title
 - Use the format: **FirstName
LastName**
- Relationship to the City
- Contact information

View/Add Action Report

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



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8 years 7 months

MINNESOTA POLLUTION CONTROL AGENCY

[Contact](#) [Facebook](#) [Twitter](#)

Click on "View/Add
Action Report"



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](#)

Have an action to **update**? Find it here.

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.

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.

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)*

CityName

Action*



Implementation Detail*

Date action report first entered*

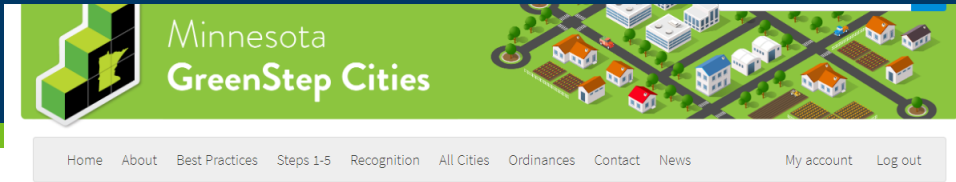
mm/dd/yyyy

NOTE: Consider **uploading documents** over adding a link. It is the city's responsibility to keep the action and information up-to-date for other cities and the public to view.

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 (do NOT select for new action reports)

Edit an Action Report



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

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

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

The image shows a detailed view of the edit form for an action report. It includes several input fields: 'Year action initially completed' with the value '2011'; 'Action Contact*' with the value 'Cherryl Mesko (82070)'; a 'Request Re-evaluation' checkbox; a 'Revision information' section with a 'New revision' label and a checked 'Create new revision' checkbox; and a 'Revision log message' text area. At the bottom, there are 'Save' and 'Preview' buttons.

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!
- [Additional Assistance](#) – there’s more!

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](#)

[Read more](#)

[Subscribe to Energy](#)



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Thank You!

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