

ORDINANCE NO. 527

AN ORDINANCE TO ADOPT  
CHAPTER 3.06 OF THE REVISED ORDINANCES OF 2020 CITY OF HILLSBORO, NORTH  
DAKOTA FOR THE FORMATION OF THE BEAUTIFICATION COMMISSION

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HILLSBORO, NORTH  
DAKOTA, as follows:

Chapter 3.06  
Beautification Commission

SECTIONS:

- 3.0601 Formation of the Beautification Commission
- 3.0602 Purpose and duties
- 3.0603 Membership
- 3.0604 Term of Office
- 3.0605 Termination of Memberships
- 3.0606 Vacancy 3.0607 Officers 3.0608 Compensation
- 3.0609 Meetings and quorum
- 3.0610 Rules and records
- 3.0611 Funding

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3.0601 Formation of the Beautification Commission

1. Pursuant to chapter 1 Section 0501, there is hereby created a beautification commission to support the beautiful appearance of public properties and rights of way and chapters in this code that deal with beautification within the City of Hillsboro. The Beautification Commission will make recommendations to the City Commission with the City Commission having the final decision on all rules. The City Commission may give powers to the Beautification Commission by the motion of the Commission at a regular or special commission meeting.

3.0602 Purpose and duties

1. The city commission finds and declares that beautification, the overall appearance of our natural and built environments, is paramount to a healthy, safe and prosperous community
2. The Duties of the Beautification Commission are:
  - a. To promote and improve the quality of life in Hillsboro while instilling a sense of pride and personal responsibility for our residents.
  - b. To support departmental efforts through community involvement while enhancing the physical and natural environments of our community.
  - c. To engage, work with, and support the community through beautification programs and recognition.
  - d. To advise the city commission on policies and programs to support improvements to the beauty of public properties and public rights of way in the City of Hillsboro.
  - e. To support programs that support the enhancement of the appearance of infrastructure and landscaping of public properties and public rights of way in the City of Hillsboro.

- f. If requested by other City of Hillsboro commissions, provide input on projects that include beautification of public properties and public rights of way in the city of Hillsboro.
- g. Work with the public works department and the city commission, removing and notification of property that has junk and nuisances within the city of Hillsboro.

### 3.0603 Membership

- 1. The beautification commission shall consist of five members appointed by the city commission.
- 2. Two members shall be city commissioners.
- 3. One member shall be appointed by the Hillsboro Business Association (HBA). If the HBA no longer exists or the HBA does not appoint a member the City Commission shall appoint a business owner from the City of Hillsboro.
- 4. Two members shall be a resident of the City of Hillsboro and be appointed by City Commission.

### 3.0604 Term of Office

- 1. The term of office for each commission member shall be four years from the biannually restructure from the city commission.
- 2. The initial terms of commission shall be
  - a. City Commissioner One July 2024
  - b. City Commissioner Two July 2026
  - c. Hillsboro Business Association Appointee July 2026
  - d. Resident of Hillsboro One 2024
  - e. Resident of Hillsboro Two 2026

### 3.0605 Termination of Memberships

- 1. Membership shall terminate prior to the end of a term of office in the event of:
  - a. Death
  - b. Resignation
  - c. Forfeiture of office
  - d. Removal by City Commission
  - e. Hillsboro Business Association by vote of members change their Commissioner

### 3.0606 Vacancy

- 1. A vacancy shall be filled in the same manner as the original appointment. If an appointment is made due to an expired term, it shall be made for a new full term. Otherwise, the appointment shall be for the unexpired portion of the term.

### 3.0607 Officers

- 1. The commission members shall elect a chairperson and a vice-chairperson from among its members. Each shall serve a term of two years and until a successor is appointed and takes office. Election shall happen in the first meeting in July. The City Auditor's designee shall serve as nonvoting secretary to the commission.

2. The chairperson or, in the chairperson's absence, the vice-chairperson, shall preside at all meetings of the commission. If both the chairperson and vice-chairperson are absent from a meeting or abstain from participation, the remaining voting members shall elect a temporary chairperson. They shall perform the duties necessary or incidental to their offices.

3.0608 Compensation

1. Each commission member shall serve with a compensation of \$400 per year, unless otherwise provided by ordinance or resolution adopted by the city commission.

3.0609 Meetings and quorum

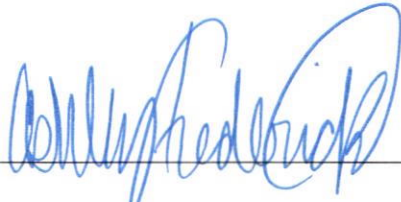
1. The commission shall meet no less than quarterly and meetings are to be held on the second Tuesday of the Month at seven pm, and may hold special meetings in the manner prescribed by state law.
2. Three voting members of the commission constitute a quorum for the transaction of business. An affirmative vote of at least three members is required to take official action. A tie vote shall have the same effect as a denial.

3.0610 Rules and records

1. The commission may adopt rules and procedures for the transaction of its business. The commission secretary shall keep a record of all determinations, findings, and actions of the commission.

3.0611 Funding

1. The City Commission in the annual budget shall have a line item for projects for the Beautification Commission.
2. The Beautification Commission may seek donations, grants, fundraisers, or other sources of revenue with the approval of the City Commission to fulfill its purpose and duties

Attest:   
Print Name & Title: Ashley Frederick  
City Auditor

CITY OF HILLSBORO, NORTH DAKOTA

By:   
Terry Sando  
Its: President

First Reading: September 20, 2021  
Second and Final Reading: October 4, 2021