



**OFFICE OF THE CITY CLERK  
COUNCIL ACTION FORM**

**SUBJECT:** ORD 22-5800 ward IV Boundary  
Expansion Annexation 22-03

**Council Meeting Date:** 4/11/22

**Vote:** UNANIMOUSLY  
APPROVED

**Shaw, Gulick, Neese, Owen, Joy, Choriki, Tidswell,  
Purinton, Boyett, Rupsis, Mayor Cole**

**ORDINANCE 22-5800**

**AN ORDINANCE OF THE CITY OF BILLINGS, AMENDING  
BILLINGS MUNICIPAL CODE, CHAPTER 11, ELECTIONS, IN  
PARTICULAR, SECTION 11-102(c), WARD BOUNDARIES; AND  
CHANGING THE WARD BOUNDARIES ESTABLISHED THEREIN  
BY ADDING CERTAIN NEWLY ANNEXED REAL PROPERTY TO  
WARD IV PROVIDING FOR CERTIFICATION AND REPEALING  
OF ALL ORDINANCES AND RESOLUTIONS INCONSISTENT  
THEREWITH.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS,  
MONTANA:**

1. AMENDMENT. Pursuant to Billings Municipal Code, Section 11-102(c) and the State Law, Billings Municipal Code, Section 11-102(c) Ward Boundaries is hereby amended by adding to Ward IV the following described real property:

Tracts of Land situated in the NE 1/4 of Section 5, T.1S., R.25E, P.M.M., and the SW 1/4 of Section 31, T.1N., R.25E., P.M.M., Yellowstone County, Montana, more particularly described as:

Being Tract 4-A of Amended Tract 4, Certificate of Survey 2735, recorded February 2, 2010, under Document No. 3539423;  
Also including all adjacent Right-Of-Way of Grand Avenue.

Said annexation containing 33.812 gross and 33.187 net acres, more or less.

(# 22-03) See Exhibit "A" Attached

2. EFFECTIVE DATE. This ordinance shall be effective either thirty (30) days after second reading and final adoption as provided by law, or upon the effective date of Resolution 22-11031 approving the annexation of the above territory, whichever date is later.

3. REPEALER. All other ordinances, sections of the Billings Municipal Code and ordinances inconsistent herewith are hereby repealed.

4. CERTIFICATION. Pursuant to M.C.A. Section 13-3-103, the above change and alteration is hereby certified to the election administrator by the City Council, and the City Administrator or his designee is hereby directed to certify the changes and alterations and to deliver a map showing the boundaries of the ward, the streets, avenues and alleys by name and the ward by number, to the election administrator not more than ten (10) days after the effective date of this ordinance.

PASSED by the City Council on the first reading this 28th<sup>th</sup> day of March 2022.

PASSED by the City Council on the second reading this 11<sup>th</sup> day of April, 2022.



THE CITY OF BILLINGS:

DocuSigned by:  
*William A Cole*  
2CA11D5423334EE...  
William A. Cole, MAYOR

ATTEST:

DocuSigned by:  
*Denise Bohlman*  
D503C2218DC34F0...  
Denise R. Bohlman, CITY CLERK

(#22-03)

# EXHIBIT A



**Certificate Of Completion**

Envelope Id: 79587BFDC23D4D7999FBF68B60BBC80C	Status: Sent
Subject: ORD 22-5800 Ward Boundary IV	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Stamps: 1
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Toni Keehner
	keehnert@billingsmt.gov
	IP Address: 161.7.115.217


**Record Tracking**

Status: Original	Holder: Toni Keehner	Location: DocuSign
4/12/2022 12:21:55 PM	keehnert@billingsmt.gov	

**Signer Events**

William A Cole  
 coleb@billingsmt.gov  
 Mayor  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 2CA11D5423334EE...  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to coleb@billingsmt.gov  
 Using IP Address: 108.234.33.120  
 Signed using mobile

**Timestamp**

Sent: 4/14/2022 11:55:43 AM  
 Viewed: 4/14/2022 5:18:30 PM  
 Signed: 4/14/2022 5:18:57 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/3/2020 8:46:12 AM  
 ID: 235dd76e-a3c9-4e23-89f5-aedaeb3b241a

Denise Bohlman  
 bohlmand@billingsmt.gov  
 City Clerk  
 City of Billings  
 Security Level: Email, Account Authentication (None)

**Signed**



Using IP Address: 161.7.114.212

Sent: 4/14/2022 5:18:58 PM  
 Viewed: 4/15/2022 7:15:52 AM  
 Signed: 4/15/2022 7:16:14 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

Toni Keehner  
 keehnert@billingsmt.gov  
 Deputy City Clerk  
 City Clerk  
 Security Level: Email, Account Authentication (None)



Sent: 4/12/2022 12:24:08 PM  
 Completed: 4/14/2022 11:55:42 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Toni Keehner  
 keehnert@billingsmt.gov  
 Deputy City Clerk  
 City Clerk  
 Security Level: Email, Account Authentication (None)

Sent: 4/15/2022 7:16:16 AM

**Electronic Record and Signature Disclosure:**

<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
Not Offered via DocuSign		
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	4/12/2022 12:24:08 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO City of Billings (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO City of Billings:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kampal@billingsmt.gov](mailto:kampal@billingsmt.gov)

### **To advise Carahsoft OBO City of Billings of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kampal@billingsmt.gov](mailto:kampal@billingsmt.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Carahsoft OBO City of Billings**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kampal@billingsmt.gov](mailto:kampal@billingsmt.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Carahsoft OBO City of Billings**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [kampal@billingsmt.gov](mailto:kampal@billingsmt.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of Billings as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Billings during the course of your relationship with Carahsoft OBO City of Billings.