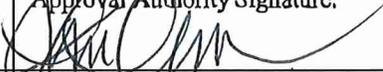




## HO-CHUNK NATION POLICY

|  |  |
|--|--|
| <b>Title:</b> Water Buffalo  | <b>Subject:</b> Requests for Water Buffalo Use   |
| <b>Scope:</b> Ho-Chunk Nation Members  | Effective Date: 11/05/19   |
| Issuing Authority: Heather Cloud<br>Executive Director - Department of Housing             | Responsible Issuing Authority Signature:<br> |
| Issuing Authority: Crystal Deschinny<br>Ho-Chunk Nation - Treasurer                        | Responsible Issuing Authority Signature:<br> |
| Approval Authority: Kimberly Lonetree<br>Executive Director - Department of Personnel      | Approval Authority Signature:<br>            |
| <b>Legislative Authority:</b><br>Ho-Chunk Nation Employee Relations Act<br>(ERA) 6 HCC § 5 | <b>Policy Number:</b><br><b>DOH-TRE-11-05-19-001</b>   |

### 1.0 Statement:

- 1.1 This policy will establish policy and procedure for borrowing a water buffalo to enrolled Ho-Chunk Nation members.

### 2.0 Policy Purpose:

- 2.1 The Department of Housing may loan out a water buffalo on a first come first served basis as a service to Ho-Chunk Nation members.

### 3.0 Policy Rationale:

- 3.1 The rationale is to clearly delineate how a water buffalo can be requested and what is required for a request to be approved.

### 4.0 Policy:

- 4.1 Applicants must be an enrolled member of the Ho-Chunk Nation, age 18 or older and provide proof of enrollment.
- 4.2 Applicants must fill out and return the attached Water Buffalo Use Application and Release of Liability Form.
- 4.3 Applicants must sign an Irrevocable Percapita Agreement.
- 4.4 Applicants must provide a copy of their current vehicle insurance and a valid driver's license.
  - 4.4.1 Incomplete applications or incomplete documentation requirements will not be processed.

## HO-CHUNK NATION

- 4.5 Applicants must pay a \$25 fee to use the water buffalo. The fee is payable to the Ho-Chunk Nation Housing Department via check or money order and must be paid prior to the water buffalo being picked up.
- 4.6 The applicant is responsible for transporting the water buffalo.
- 4.6.1 Minimum size truck needed to transport a water buffalo is a 3/4 ton.
  - 4.6.2 Applicant is responsible for making sure the vehicle is registered for hauling trailers.
  - 4.6.3 Applicant is responsible for adhering safety chains prior to transporting the water buffalo.
  - 4.6.4 Applicant is responsible for properly storing the water buffalo in cold temperatures.
  - 4.6.5 Applicant is responsible for any damages from misuse of the water buffalo and must sign an Irrevocable Percapita Agreement.
- 4.7 Applicants are responsible for filling the water buffalo with water and paying any fees that may be charged for water.
- 4.8 Applicants who do not fill out the Water Buffalo Use Application, Release of Liability Form, attach an Irrevocable Percapita Agreement, attach a copy of their current vehicle insurance, driver's license, and do not have a truck to transport the water buffalo safely, will not be approved to use a water buffalo.
- 4.9 Use of the water buffalo is up to seven (7) calendar days at a time.
- 4.9.1 Extensions for use of the water buffalo must be requested in writing and approved prior to the end of the approved seven day period.
  - 4.9.2 Religious and non-religious events approved under the In-Kind Services Policy take precedence over the use of a water buffalo .
    - 4.9.2.1 The Department of Housing reserves the right to pick up the water buffalo prior to the seven (7) calendar day time period due to a In-Kind Service request for use of the water buffalo.

### 5.0 Related Document(s) References

- 5.1 Ho-Chunk Nation Employment Relations Act as amended July 23, 2019  
(<http://ntob-sharepoint:200/gov/Personnel/SitePages/Home.aspx>)
- 5.2 Water Buffalo Application and Release of Liability Form.

### 6.0 Policy History:

- 10/22/2019: Approved by the Executive Director Department of Housing
- 10/22/2019: Approved by the Ho-Chunk Nation Treasurer
- 11/05/2019: Approved by the Executive Director Department of Personnel



**HO-CHUNK NATION**  
**DEPARTMENT OF HOUSING**

**Water Buffalo Use Application and Release of Liability**

All questions on the application must be answered. **Incomplete applications will NOT be processed.**

| APPLICATION INFORMATION                             |       |                        |      |
|---|-------|------------------------|------|
| Applicant's Name (include Jr. or Sr. if applicable) |       | Physical Address       |      |
|   |       | State:                 | Zip: |
| HCN Enrollment #                                    | Phone | Vehicle Make and Model |      |

| REQUESTED ASSISTANCE  |
|---|
| <p>Dates requested: _____</p> <p>Explain why Water Buffalo is needed:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>* Please attach the following documents with your completed and signed application:</p> <ol style="list-style-type: none"><li>1. Copy of valid vehicle insurance for vehicle used to transport water buffalo.</li><li>2. Copy of valid driver's license.</li><li>3. Signed Irrevocable Percap Agreement.</li><li>4. Check or Money Order for \$25 fee. *note: The Department of Housing does not accept cash.</li></ol> |

**Statement of Understanding and Release of Liability. Please initial next to each statement and sign below:**

- \_\_\_\_\_ I certify that the information given by me on this application is true and correct.
- \_\_\_\_\_ I agree to waive all rights and claims against the Ho-Chunk Nation, the Department of Housing and its employee's for approving me to borrow and use a water buffalo.
- \_\_\_\_\_ I understand that I am responsible for transporting the water buffalo and will adhere to any local, state, Tribal or Federal highway road rules.
- \_\_\_\_\_ I understand I will be held financially responsible for any damages incurred during transport or for misuse of the water buffalo.
- \_\_\_\_\_ I understand I am responsible for filling the water buffalo and any costs associated with filling the water buffalo.

\_\_\_\_\_  
Homeowner (applicant) Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_, reason: \_\_\_\_\_

Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
02/16/2018