



# City of Verona

## PERSONNEL COMMITTEE

MONDAY, MAY 18, 2026

4:30 P.M.

VERONA CITY CENTER – CONFERENCE ROOM D110  
111 LINCOLN STREET, VERONA, WIS.

### AGENDA

1. Call to order
2. Roll call
3. Public Comment
4. Approval of minutes from the April 29, 2026 Personnel Committee meeting.
5. Discussion and Possible Action Re: Fire Department Staffing
6. Discussion and Possible Action Re: City of Verona Administrative Policy Number 70 relating to Generative Artificial Intelligence
7. Discussion and Possible Action Re: Organizational Reporting Structure
8. Adjournment

Mara Helmke  
Chairperson

#### POSTED:

Verona City Hall  
Verona Public Library  
Miller's Market  
City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

Notice is hereby given that one or more members of the Personnel Committee may participate in the meeting by telephone. As required by the Wisconsin Statutes, the City of Verona will provide the public with an effective means to monitor the committee member who is calling in to the meeting by providing speakers in the meeting room. Notice is also hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Personnel Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting.

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

# MINUTES – PERSONNEL COMMITTEE

DATE: April 29, 2026

LOCATION: Verona City Hall – Large Conference Room  
111 Lincoln St., Verona, Wis.

- 1) Chairperson Mara Helmke called the meeting to order at 6:00 p.m.
- 2) Roll call – present were: Chairperson Mara Helmke, Alderperson Beth Tucker Long and Alderperson Phil Hoechst. Also present were Mayor Luke Diaz, Communications Manager Mara Trusty, Human Resources Manager Mitch Weckerly and City Administrator Jamie Aulik.
- 3) There was no public comment.
- 4) Tucker Long moved, Helmke seconded approving the minutes of the December 3, 2025 meeting. The motion passed unanimously.
- 5) Discussion and possible action re: City of Verona Administrative Policy Number 69 relating to Communication
  - a) Administrator Aulik explained that the City is continuing to integrate the Communications Manager positions into city operations and workflows, and the intent of the policy was to formalize processes and timelines for when departments should consult the Communications Manager. Discussion followed on the timelines in the policy, and the need to extend them out further for certain types of communications. The frequency and length of the City’s electronic newsletter was also discussed. The staff was comfortable with the guidance given by the Committee, and the Committee said it should go to Council with the guidance incorporated into the policy.
- 6) Discussion and possible action re: Classification and Compensation of Building Inspector Series
  - a) Human Resources Manager Mitch Weckerly explained there have been multiple failed recruitments for building inspectors, and it is because there are very few qualified candidates that have all the credentials required by the position as it currently constructed.. He recommended implementing a three tiered series for the Building Inspection classification which ties the level of credentials to the wage for the position. The intent of the introducing the series is to allow for more flexibility when hiring and would also provide current staff incentive and opportunity for progression. Under the proposed series model, the positions would be placed at the following grades on the City compensation scale:
    - Building Inspector 1: Grade 7

- Building Inspector 2: Grade 8
  - Building Inspector 3: Grade 9
- b) HR Manager Weckerly and Building Inspector Todd Parkos also noted that the current Assistant Building Inspector would be laterally reclassified to the Building Inspector 2 level, and would be expected to obtain the necessary credentials required at the Building Inspector 2 level in the future.
- c) Helmke moved, Tucker Long seconded approving the Building Inspector Series as presented. The motion passed unanimously.
- 7) Discussion and possible action re: Building Inspection Plan Review Contract (E-Plan Review)
- a) Administrator Aulik and Building Inspector Parkos explained the longtime contractor who performed plan reviews for Buildings and HVAC was retiring at the end of May. Like fully credentialed Building Inspectors, there weren't very many candidates with the necessary qualifications to perform plan reviews. Mr. Parkos said because of the lack of qualified plan reviewers, many communities were turning to consultants to perform plan reviews, and many municipalities in the area have transitioned to E-Plan Exam to perform plan reviews. Discussion followed on the qualifications needed to perform plan review and trying to pair it with engineering needs in other departments, the 85%/15% split on fees, and that it will mean a loss of revenue in the Building Inspector budget. There was also discussion on potentially posting the position.
- b) Hoechst moved, Helmke seconded recommending the Council approve the contract with E-Plan Exam. The motion passed unanimously.
- 8) Next meeting date: The Committee set the next meeting date as May 18, 2026 at 4:30 p.m.
- 9) Helmke moved, Hoechst seconded adjournment. The motion passed unanimously and the meeting adjourned at 6:57 p.m.

By: Jamie J. Aulik, City Administrator

## Proposed Alternative Models to Fire Department Staffing

### Current Staffing Model:

The department's current staffing model is designed to ensure consistent operational coverage for all scheduled shifts through full-time staffing allocations. Under this approach, the department budgets for 201 shifts annually, including vacation and Kelly day coverage, at a wage rate of \$45.54 per hour for 24-hour coverage periods, in addition to a 15% retirement contribution. While this model provides dependable staffing and operational continuity, it also represents a significant ongoing personnel expense within the department's budget.

In addition to being a costly option, this model relies heavily on existing staff members to backfill coverage for approved time off. As a result, maintaining minimum staffing levels can place additional strain on personnel and may increase the potential for mandated coverage assignments.

### Option 1: Part-time with WRS

The proposed part-time coverage model would maintain the same level of operational shift coverage while utilizing part-time personnel at a lower hourly wage rate. This approach is intended to improve overall budget efficiency and reduce personnel expenditures without negatively impacting service delivery or operational readiness.

By transitioning these shifts to part-time staffing, the department could significantly reduce costs while continuing to meet operational needs. To support this model, allowing eligible part-time employees to participate in the Wisconsin Retirement System (WRS) is considered a high priority. Similar staffing concepts are widely utilized by neighboring departments and have proven successful in supporting recruitment, retention, and employee morale.

### Option 2: Battalion Chief coverage with Stipend

An alternative to utilizing part-time personnel for shift coverage is the implementation of a Battalion Chief stipend program. This concept would provide additional compensation (\$1,000 per 24-hour shift) for command-level supervision during assigned shifts while maintaining operational consistency and leadership oversight.

Even with the addition of a \$1,000 Battalion Chief per-shift stipend, the projected staffing costs under this model would remain lower than the department's current staffing expenditures.

### Conclusion

This proposal is intended to maintain operational readiness and service continuity while exploring more cost-effective staffing strategies. The objective is not to reduce service levels, but rather to identify opportunities to provide necessary shift coverage and leadership oversight in a more financially sustainable manner. Maintaining coverage for all scheduled shifts remains a priority throughout any proposed staffing modification.

# CITY OF VERONA ADMINISTRATIVE POLICY NO. 70 GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

Title: Generative Artificial Intelligence Policy	
Policy Source: Personnel Committee	Creation Date: XX/XX/2026
Application: Employee Artificial Intelligence Use	Revision Date:
Indexed as: Generative Artificial Intelligence Policy	Total Pages: 5

## 1. Purpose

The purpose of this policy is to set forth requirements City departments will observe when acquiring and using software that meets the definition of “generative artificial intelligence.”

## 2. Scope

All City departments, vendors, contractors, and volunteers who operate on behalf of the City are also subject to this policy.

## 3. Definitions

Generative Artificial Intelligence (Generative AI) is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and are capable of generating new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems.

While this policy document includes principles that apply to AI technologies generally, this policy only applies to generative AI systems.

## 4. Artificial Intelligence Principles

Principles describe general codes of conduct that represent the City’s values and are aligned with our responsibilities to the residents we serve. These principles serve to guide City employees in their use of both generative and traditional AI technology. City employees shall adhere to the principles and requirements outlined in this policy and will be held accountable for compliance with these commitments.

1. Innovation and Sustainability: The City of Verona recognizes the variety of applications for using Generative AI, as well as the possible environmental impacts. The City will make thoughtful and transparent decisions when implementing GenAI.
2. Transparency and Accountability: The City values transparency and accountability and understands the importance of these values in our use of AI systems. The City will ensure that the development, use, and deployment of AI systems are evaluated for and compliant with all laws and regulations applicable to the City prior to use and will make documentation related to the use of AI systems available publicly.
3. Validity and Reliability: The City will work to ensure that AI systems perform reliably and consistently under the conditions of expected use, and that ongoing evaluation of system accuracy throughout the development and/or deployment lifecycle is managed, governed, and auditable, to the greatest extent possible.
4. Bias and Harm Reduction and Fairness: We acknowledge that AI systems have the potential to perpetuate inequity and bias resulting in unintended harms on Verona residents. The City will evaluate AI systems through an equity lens, for potential impacts such as discrimination and unintended harm arising from data, human, or algorithmic bias to the extent possible.
5. Privacy Enhancing: The City values data privacy and understands the importance of protecting personal data. We work to ensure that policies and standard operating procedures that reduce privacy risk are in place, and are applied to the AI system throughout development, testing, deployment, and use to the greatest extent possible.
6. Explainability and Interpretability: The City understands the importance of leveraging AI systems, models, and outputs that are easily interpreted and explained. We work to ensure all AI systems and their models are explainable to the extent possible, and that system outputs are interpretable and communicated in clear language, representative of the context for use and deployment.
7. Security and Resiliency: Securing our data, systems, and infrastructure is important to the City. We will ensure AI systems are evaluated for resilience and can maintain confidentiality, integrity, and availability of data and critical City systems, through protection mechanisms to minimize security risks to the greatest extent possible, in alignment with governing policy and identified best practices.

## **5. Policy**

1. Acquisition of Generative AI Technology
  - 1.1. City employees may be authorized to use pre-approved generative AI software tools or they

may request a non-standard acquisition of generative AI software through their department director.

- 1.2. The City's standard for technology acquisition applies to all technology, including free-to-use software or software-as-a-service tools.
- 1.3. If a technology that has already been approved for use in the City adds or incorporates generative AI capabilities, no additional approval is required to use those capabilities, however all other aspects in this policy apply to said use. In consultation with the department director, Verona IT may revoke authorization for a technology that adds AI capabilities, or may restrict the use of those AI capabilities, if, in its judgment, those AI capabilities present risks that cannot be effectively mitigated to comply with this policy or other City policies.

## 2. Outputs and Human in the Loop

- 2.1. Outputs of Generative AI systems must be reviewed by humans prior to each use in an official City capacity ("Human in the Loop" or HITL). Some examples may include reviewing documents drafted with the assistance of Generative AI or spot-checking AI produced analysis.

## 3. Attribution, Accountability, and Transparency of Authorship

- 3.1. All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations to the City of Verona should be embedded in the image or video (e.g., via digital watermark).
- 3.2. If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
- 3.3. If a significant amount of source code generated by an AI system is used in a final software product, or if any amount is used for an important or critical function, attribution to the appropriate AI system is required via comments in the source code and in product documentation.
- 3.4. All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group who reviewed/edited the content).

*Example: Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the Department of Human Resources before publication.*

- 3.5. Departments shall interpret "substantive use" thresholds to be consistent with the principles outlined in this document as well as relevant intellectual property laws.

## 4. Reducing Bias and Harm

- 4.1. Generative AI systems may produce outputs based on stereotypes or use data that is historically biased against protected classes. Each AI system will be evaluated for bias by the department director.

## 5. Data Privacy

- 5.1. Unless suitable enterprise controls and data protection mitigations are in place, employees shall not submit data that is confidential or that is otherwise not considered to be acceptable to disclose to the public, to Generative AI systems.

5.2. No City data or records, including inputs or prompts, are to be used for training or parameter-tuning for Generative AI models outside the City's control. AI technologies that cannot prevent City data or records from contributing to their language models may not be used by City employees.

6. Public Records & City Records Management

6.1. Qualifying records generated, used, or stored by Generative AI vendors or solutions may be considered public records and must be disclosed upon request.

6.2. All Generative AI solutions and/or vendors approved for City use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

6.3. City employees who use generative AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs in a manner consistent with the City's records management and public disclosure policies and practices.

**6. Exceptions**

Exceptions must be approved in advance by the employee's department director in consultation with Verona's IT Service and Support vendor.

**7. Non-compliance**

Department heads are responsible for ensuring compliance with and enforcement of this Policy within their departments. Covered Personnel are expected to use official City AI resources appropriately; misuse may result in disciplinary action. All use of AI resources must reflect a high standard of ethical conduct and professional decorum. Failure to meet these standards may result in revocation of access to City Generative AI tools or related features.



# CITY OF VERONA

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*Jamie J. Aulik*, City Administrator

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## **MEMORANDUM**

To: Personnel Committee  
From: Jamie J. Aulik, City Administrator  
Date: May 13, 2026  
Re: City Administrator-Assistant City Administrator Duties

### **Background**

As the City continues to grow in organizational complexity, service demands, capital project coordination, and operational oversight, it is appropriate to evaluate the administrative structure to ensure departments receive adequate leadership support, strategic guidance, and day-to-day responsiveness.

Currently, the City Administrator maintains direct oversight responsibilities across a broad range of departments and operational areas. While this structure has functioned historically, the increasing scope and complexity of municipal operations presents an opportunity to improve organizational efficiency and resiliency through a more balanced distribution of supervisory responsibilities between the City Administrator and Assistant City Administrator positions.

### **Proposed Administrative Structure**

The following division of departmental direct reports is proposed:

#### **City Administrator**

- Elected Officials Liaison
- Fire Department
- Police Department
- Finance
- Human Resources
- Contracted Professional Services (excluding IT), including:
  - City Attorney

- Engineering
- Assessor
- Other professional consultants
- Library
- Municipal Court

### **Assistant City Administrator**

- Public Works (including Utilities)
- Parks and Urban Forestry (including Cemetery)
- Recreation
- Planning and Development (including Building Inspection)
- Communications
- City Clerk
- Senior Center
- Contracted IT Provider

Note: The City Administrator would retain executive authority over all departments.

### **Benefits of the Proposed Structure**

The proposed division of responsibilities is intended to strengthen organizational effectiveness, improve departmental support, and create greater operational continuity throughout the organization. Key benefits include:

- Less paperwork for the City Administrator to keep track of (evaluations)
- Improved employee support, communication, and accessibility to executive leadership.
- Enhanced strategic focus by allowing administrative leadership to dedicate more time to complex operational, personnel, and policy matters.
- Better alignment of departmental functions and operational coordination and more efficient project management and cross-departmental collaboration.
- Creation of a more sustainable long-term administrative structure as the City continues to grow.

Additionally, this structure allows the City Administrator to maintain focus on executive-level responsibilities, intergovernmental relations, public safety oversight, labor relations, and policy coordination with elected officials, while the Assistant City Administrator assumes greater operational oversight responsibilities across core service departments.

### **Position Evaluation and Budget Impact**

As part of this proposed restructuring, there would likely be a need to formally review and re-score the Assistant City Administrator position to reflect the increased supervisory, operational, and organizational responsibilities associated with this assignment.

Any compensation adjustments resulting from that evaluation would be incorporated into future budget discussions and personnel planning considerations.

Thank you for your consideration.

Very respectfully,



Jamie J. Amik  
City Administrator  
City of Verona