# PERSONNEL AND NEGOTIATING COMMITTEE MEETING AGENDA

**November 24, 2026 at 6:20 PM**

**303 Mansion Street Mauston, WI**

1. **Call to Order/Roll Call**
2. **Discussion and Action Regarding Minutes**
   a. November 10, 2026
3. **Discussion and Recommendation Regarding the City of Mauston Artificial Intelligence (AI) Policy**
   a. Memo
   b. AI Policy
4. **Adjourn**

**NOTICE:**

*It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Carole Wolff at (608) 747-2706.*

*Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676*

# PERSONNEL AND NEGOTIATING COMMITTEE MEETING MINUTES

**November 10, 2026 at 6:10 PM**

**303 Mansion Street Mauston, WI**

1. **Call to Order/Roll Call:** The Personnel and Negotiating Committee meeting was called to order on November 10, 2026, at 6:10 p.m. by Kayla Thomas. Members present were Jim Allaby, Leanna Hagen, and Kayla Thomas. Absent was. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff.
2. **Minutes:** Motion by Allaby, seconded by Thomas, to approve the October 27, 2026, minutes. Motion carried by voice vote.
3. **Increase the Municipal Court Judge's Annual Salary:** Haugh noted that the Municipal Court Judge's salary had not increased in three years and that the proposed increase was included in the budget. Motion by Thomas, seconded by Hagen, to recommend Council approval to increase a $1,000 increase in the Municipal Court Judge's annual salary, from $11,000 to $12,000. Motion carried by voice vote.
4. **Adjournment:** Motion by Thomas, seconded by Allaby, to adjourn. Motion carried by voice vote. The meeting adjourned at 6:12 p.m.

_____ _____

Chair Date

THE CITY OF Mauston

# MEMO

**To:** Mayor Teske – Personnel Committee

**From:** Daron J Haugh – City Administrator

**Subject:** Implementation of AI Policy

**Date:** 2026-11-24

I have prepared a draft AI policy to provide the City with practical, day-to-day guidance on the use of artificial intelligence. In developing it, I worked closely with our City Attorney and reviewed policies from neighboring municipalities.

Why the City needs a policy

- AI is already in everyday tools. Staff may be using AI with or without City direction, so clear guidelines are needed.
- Protects data and public records. The policy limits what information may be entered into AI tools and supports compliance with Wisconsin Public Records Law.
- Keeps people accountable. AI supports, but does not replace, employee judgment. Staff remain responsible for reviewing their work.
- Follows peer practice. Communities such as Ripon, Cedarburg, and Waupaca have adopted similar policies, and the draft works alongside our Social Media Policy.

Requested action

Review the attached draft policy and consider recommending its adoption.

# CITY OF MAUSTON ARTIFICIAL INTELLIGENCE USE POLICY

Policy No. _____
Effective Date: _____
Approved By: Mauston Common Council

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## PURPOSE

The City of Mauston supports the responsible use of artificial intelligence (AI) tools when they can improve efficiency, communication, analysis, and service to the public. This policy establishes practical safeguards so that AI is used lawfully, securely, ethically, transparently, and with meaningful human oversight. AI is a support tool and does not replace employee judgment, professional expertise, supervisory review, or the authority of elected and appointed officials.

## SCOPE

This policy applies to all City departments and to elected officials, employees, interns, volunteers, consultants, contractors, and vendors when they acquire, configure, access, or use an AI system for City business. Departments may adopt stricter procedures when required by law, contract, operational need, or the sensitivity of the information involved.

This policy should be read together with other relevant City policies, including the employee manual, social media policy, and applicable law. If this policy conflicts with another City policy or applicable law, the more restrictive requirement applies, and questions should be directed to the City Administrator or designee.

## DEFINITIONS

- **Artificial Intelligence (AI):** A machine-based system or software feature that generates content, makes predictions or recommendations, identifies patterns, or assists with decisions based on data or user instructions.
- **Generative AI:** AI that creates or modifies text, images, audio, video, software code, summaries, or other content.
- **AI-assisted content:** Work product that is materially drafted, summarized, analyzed, translated, altered, or generated through an AI tool.
- **Protected information:** Information that is confidential, restricted, privileged, security-sensitive, personally identifiable, or otherwise protected by law, policy, contract, or professional obligation.
- **Approved AI tool:** An AI tool authorized by the City Administrator or designee for the proposed City use.

## POLICY

1. **Guiding Principles:**
    - **Public service:** AI use must support legitimate City purposes and the public interest.
    - **Human accountability:** A responsible person must review and remain accountable for AI-assisted work.
    - **Accuracy:** Outputs must be checked against reliable sources before they are relied upon or released.
    - **Privacy and security:** City information must be protected from unauthorized access, disclosure, retention, or reuse.
    - **Fairness:** Users must consider whether an AI output may contain bias, unsupported assumptions, or unequal impacts.
    - **Transparency:** Material AI use should be disclosed when necessary to avoid misleading the public, decision-makers, or affected individuals.
    - **Legal compliance:** AI use must comply with applicable law and all City policies, including records retention, public records, cybersecurity, purchasing, personnel, and acceptable-use requirements.
2. **Permitted Uses:**
    - Subject to this policy and departmental direction, approved AI tools may be used for tasks such as brainstorming, outlining, revising tone or grammar, summarizing nonprotected information, creating draft communications, developing training materials, organizing information, assisting with research, and improving routine workflows. Employees must use their own judgment and may not represent AI output as verified fact merely because the tool produced it.
    - **Types of work:** Approved AI tools, including chatbots, may be used for lower risk work such as routine emails and communications, meeting and event announcements, drafting templates, and formatting or editing of nonprotected content. AI tools shall not be used as a source for technical research or technical conclusions (for example, engineering, legal, financial, cybersecurity, or public-safety matters) unless the output is independently verified by a qualified person. Departments may identify additional permitted and restricted types of work.
3. **Required Human Review:**
    - Verify names, dates, quotations, calculations, citations, legal references, and factual claims.
    - Review content for accuracy, completeness, relevance, bias, confidentiality, accessibility, and appropriate tone.
    - Obtain any review or approval that would have been required if AI had not been used.
    - Do not rely on AI as the sole basis for a decision that materially affects a person's employment, benefits, rights, eligibility, public safety, law-enforcement status, or access to City services.
    - Employees remain responsible for all work they submit, send, publish, approve, or use.
4. **Data Protection and Confidentiality:**

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- Unless the City Administrator or designee has expressly approved the tool and the specific use, users shall not enter, upload, expose, or disclose protected information to an AI system. Protected information includes, but is not limited to:
  - Social Security numbers, driver's license numbers, financial account information, payment-card data, passwords, authentication credentials, and similar identifiers.
  - Medical, health, disability, workers' compensation, or other protected health information.
  - Personnel records, applicant information, disciplinary information, private employee data, or information protected by collective bargaining or employment obligations.
  - Criminal justice, law-enforcement, emergency response, investigative, victim, juvenile, or security-sensitive information, including information subject to CJIS requirements.
  - Attorney-client communications, attorney work product, litigation strategy, and confidential legal advice.
  - Closed-session information and other material not lawfully available to the public.
  - Utility customer information, tax information, account data, payment information, or other records protected by law or regulation.
  - Cybersecurity configurations, access controls, system vulnerabilities, surveillance details, or information that could compromise City operations.
  - Information the City is contractually required to keep confidential.
- Whenever practical, users should remove identifying details and use hypothetical, redacted, aggregated, or publicly available information. Users shall not use personal accounts or unapproved browser extensions, applications, or plug-ins to process City information.

5. **Prohibited Uses:**
   - Using AI to evade law, City policy, security controls, records obligations, supervisory review, or purchasing requirements.
   - Submitting fabricated facts, citations, quotations, images, audio, video, records, or evidence.
   - Impersonating another person or creating deceptive content for City business.
   - Using AI for covert biometric identification, social scoring, or emotion analysis of individuals.
   - Making a final, fully automated high-impact decision without meaningful human review and legally required process.
   - Using AI to discriminate, retaliate, harass, manipulate, or target individuals unlawfully.
   - Using AI-generated legal, financial, engineering, medical, public-safety, or other professional advice without qualified review.

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- Allowing an AI system to independently send public communications, alter official records, control critical infrastructure, or take enforcement action unless specifically authorized with appropriate safeguards.
- Entering copyrighted, licensed, or proprietary material in a manner inconsistent with applicable rights or agreements.

6. **Transparency and Disclosure:**
   - Routine assistance with spelling, grammar, formatting, or minor editing generally does not require a public disclosure. A disclosure should be included when AI materially generates or alters substantive content and omission could reasonably mislead the audience about authorship, source, evidence, or the manner in which the work was produced. A suitable statement is: *"Artificial intelligence assisted in preparing this material. City staff reviewed and approved the final content."* A department head, the City Administrator, the City Attorney, or another authorized official may require additional disclosure for a particular use.
   - Employees shall clearly disclose or label work product and assignments that were prepared with the assistance of generative AI when the AI materially generated or altered the content and shall identify the AI use to the supervisor or requesting party when submitting the work.
7. **Public Records and Records Retention:**
   - AI-related prompts, inputs, outputs, approvals, and associated communications may constitute City records depending on their content, purpose, use, and retention. Employees shall manage AI-assisted records under applicable Wisconsin public records law, City retention schedules, litigation holds, and existing records procedures. Employees shall not use an AI tool to conceal, destroy, or avoid retaining a City record. Questions about whether material must be preserved or disclosed shall be referred to the City Clerk, City Administrator, or City Attorney. Nothing in this policy independently determines whether a specific record is subject to disclosure or exempt from disclosure.
8. **Tool Approval, Procurement, and Vendor Review:**
   - Before a department purchases, subscribes to, deploys, or materially expands an AI tool for City business, the department head shall consult the City Administrator or designee and follow applicable purchasing and technology procedures. Review should be proportionate to risk and may include:
     - The intended purpose, users, data, and public impact.
     - Security, privacy, records retention, data ownership, and data-location terms.
     - Whether prompts or City data are retained, shared, or used to train models.
     - Accuracy, accessibility, bias, explainability, and human-review controls.
     - Contract terms, indemnification, insurance, costs, licensing, service continuity, and termination rights.
     - Compatibility with City systems and the risk of duplicative tools.
     - Legal review when appropriate.

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- The City Administrator or designee may maintain a list of approved, restricted, and prohibited tools and may impose conditions on use. Approval of a tool does not authorize every use of that tool or the entry of protected information.

9. **Department Responsibilities and Training:**
   - **City Administrator or designee:** Administers this policy, coordinates review of higher-risk uses, issues implementation guidance, and may suspend or restrict any AI use that presents unacceptable risk.
   - **Department heads:** Approve departmental uses as required, provide oversight, identify higher-risk applications, and ensure staff follow applicable procedures.
   - **IT provider or designated technology staff:** Advises on cybersecurity, access, integration, vendor, and technical risks.
   - **City Attorney:** Advises on legal, regulatory, contractual, employment, public-records, and liability issues when requested.
   - **Users:** Complete required training, protect City information, verify outputs, report problems, and remain accountable for their work.
10. **Incident Reporting:**
   - Users shall promptly report suspected unauthorized disclosure, security incidents, harmful or materially inaccurate outputs, unintended automated actions, or other significant AI-related concerns to their supervisor and the City Administrator or designee. Users shall preserve relevant records and cooperate with the City's incident-response, legal, records, and corrective-action procedures. The City may immediately suspend use of an AI tool while an incident is reviewed.
11. **Violations and Enforcement:**
   - Violations may result in restriction or loss of access, corrective action, discipline consistent with applicable City policy, collective bargaining agreements, and law, or contractual remedies for nonemployees. Suspected unlawful conduct may be referred to the appropriate authority. Enforcement shall be applied consistently with due process and applicable legal obligations.
12. **Administration and Review:**
   - The City Administrator or designee may issue procedures, forms, training requirements, approved-tool lists, and temporary restrictions consistent with this policy. Because AI technology and legal requirements continue to develop, the City should review this policy periodically and revise it as appropriate. This policy does not create a contractual right, guarantee continued access to any AI tool, or supersede controlling law, collective bargaining agreements, or other City policies.
   - **AI audits:** To ensure compliance and accuracy, prevent bias and discrimination, and confirm the quality of data used, the City Administrator or designee shall conduct or coordinate a review of approved AI tools and their uses at least annually, and more frequently for higher risk uses or following an incident. Reviews should assess compliance with this policy, accuracy of outputs, potential bias or discriminatory impact, data quality, security and privacy controls, and

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records retention, and the results should be reported to the Common Council as appropriate.

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**ACKNOWLEDGMENT**

I acknowledge that I have received and reviewed the City of Mauston Artificial Intelligence Use Policy. I understand that I am responsible for following this policy and related City procedures, protecting City information, reviewing AI-assisted work, and asking my supervisor or the City Administrator when I am uncertain whether a proposed use is permitted.

Employee Name (Print): _____

Employee Signature: _____

Department: _____

Date: _____

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