



Rochester Hills

Minutes - Draft

Council Policy and Procedure Technical Review Committee

*Council Members: Jason Carlock, Theresa Mungoli, and Marvie Neubauer
City Clerk Leanne Scott*

1000 Rochester Hills Dr
Rochester Hills, MI 48309
(248) 656-4600
Home Page:
rochesterhills.org

Friday, July 31, 2026

3:00 PM

1000 Rochester Hills Drive

CALL TO ORDER

Clerk Scott called the Council Policy and Procedure Technical Review Committee meeting to order at 3:14 p.m.

ROLL CALL

Present 4 - Jason Carlock, Theresa Mungoli, Marvie Neubauer and Leanne Scott

APPROVAL OF MINUTES

2026-0339 Approval of Minutes - Council Policy and Procedure Technical Review Committee - July 24, 2026

Attachments: [07242026 Draft Minutes.pdf](#)
[Resolution \(Draft\).pdf](#)

A motion was made by Neubauer, seconded by Mungoli, that this matter be Approved as Presented. The motion carried by the following vote:

Aye 4 - Carlock, Mungoli, Neubauer and Scott

Resolved, that the Minutes of the Council Policy and Procedure Technical Review Committee held on July 24, 2026 be approved as presented.

CITY COUNCIL RULES OF PROCEDURE

The committee reviewed the proposed changes to the Council Attendance/Per Diem Compensation Policy and agreed to globally replace the term "per diem" and "non-salary pay" with "meeting stipend pay". The members discussed coordination with the Human Resources Technical Review Committee (HRTRC), confirming that while the HRTRC must meet before the last City Council meeting in June to finalize figures for the annual budget, Council retains full authority to call additional HRTRC meetings whenever they feel it necessary to do so.

The committee established clearer distinctions between duties covered under a Council member's base annual salary and those eligible for additional meeting stipends. It was determined that base salary is intended to cover standard responsibilities, including meeting preparation, constituent phone calls and emails, and electronic research. Meeting stipends apply to official representative duties,

assigned boards, subcommittees, and city-supported community events. Conversely, political party functions, campaign events, and special Council meetings called solely to enter closed session were explicitly designated as ineligible for stipend pay. Rather than enforcing strict meeting duration thresholds, the committee opted to rely on a good-faith reporting standard verified by member signature, simplifying the reporting process and incorporating administrative oversight directly into the City Council Rules of Procedure.

To enhance accountability, the committee addressed chronic absenteeism on appointed committees and drafted language to allow the removal of council officers - specifically the President or Vice President - for failing to perform essential duties, such as reviewing and approving monthly time sheets. Members also outlined updated attire guidelines requiring business professional or business casual dress for official proceedings. These rules prohibit casual t-shirts and athletic wear while granting an exception for themed apparel directly relevant to an agenda item.

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

- Friday, September 11, 2026 at 11:00 a.m.

ADJOURNMENT

There being no further business before Council, it was moved by Neubauer and seconded by Mungioli to adjourn the meeting at 4:45 p.m.