



APPLICATION FOR APPOINTMENT TO MEDICAL LAKE CITY COUNCIL

City Council Position #6 of the Medical Lake City Council is vacant as of August 20, 2025. To fill this Council position, the City Council will be appointing a Medical Lake resident to serve in this role. The appointment by the City Council will commence upon selection and expire upon the certification of the 2027 election results in November 2027, as the position will subsequently be filled in the 2027 election cycle.

WHO MAY APPLY?

To be eligible for appointment to the Medical Lake City Council, you must be a registered voter in the City of Medical Lake that has continuously resided within Medical Lake city limits for a minimum of one year prior to your appointment to the Council.

APPLICATION INSTRUCTIONS AND PROCEDURES

The timeline for filling the Council vacancy is as follows:

- Friday, October 11, 2025: Applications due by 4:00 p.m.
- Tuesday, October 21, 2025: Candidate interviews and Council vote

To be considered, you must complete and submit the Application and a current resume by **4:00 p.m. on Friday, October 11, 2025**. Applications received after 4:00 p.m. will not be considered.

Application Forms may be submitted using the online form on the City website at: <https://medical-lake.org/news/>. Application Forms may also be mailed, delivered in person, or emailed to:

City of Medical Lake – City Administrator

PO Box 369, Medical Lake, WA 99022

Phone: (509)565-5000 Email: city@medical-lake.org.

Please submit only the following items:

- Application Form
- A **1 page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 3 pages**.

CITY COUNCIL DUTIES AND COMPENSATION

If you are appointed to the vacant position by a majority vote of the City Council, your term will expire after the results of the November 2027 general election have been certified.

The successful candidate will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

The Medical Lake City Council is the legislative authority of the City of Medical Lake. The City operates under a Mayor-Council form of government. The seven-member elected part-time City Council serves as the legislative body of the City, responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at City Council meetings which are held on the first and third Tuesdays of every month from 6:30 p.m. until adjournment. From time-to-time, the City Council or Mayor may call special City Council meetings as necessary. Each Councilmember is also appointed to at least one Council committee (Finance, General Government, or Public Safety). These committees generally meet prior to regular Council meetings.
- Councilmembers are expected to serve on regional boards and commissions as appointed by the Mayor or Council, represent the City Council at various community functions, and attend workshops and conferences. These various meetings and functions may occur during weekdays or on some weekends.

Serving on the Medical Lake City Council is a part-time position which includes a salary of \$325 per month.

CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS

All qualified candidates who submit an application by the deadline will be interviewed during the October 21, 2025 Council meeting, which is open to the public. The order of interviews will be determined by drawing names. In order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Candidates selected for interview will make an opening statement and answer same questions posed by each Councilmember during the interview process. Comments and responses about other applicants will not be allowed.

After all candidate interviews are completed, the Council will then recess into Executive Session to evaluate the qualifications of all candidates interviewed. Nominations, voting, and selection of a candidate to fill the vacancy will be conducted in open session at the same October 21, 2025 Council meeting. Following this selection, the new Councilmember will be scheduled to be sworn in and seated on City Council.

APPLICATION FOR APPOINTMENT TO MEDICAL LAKE CITY COUNCIL POSITION #6

Applicant Information

Applicant Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Are you a registered voter? Yes No How long have you lived in Medical Lake? _____

Cover Letter and Resume

Please attach a one-page cover letter and a resume of no more than three (3) pages to this application.

Supplemental Questions

1. Why are you interested in serving as a Medical Lake City Councilmember?

2. What experiences, talents, or skills do you bring to the Council and community?

3. Are there any community issues in which you have a particular interest or expertise? Please explain.

4. Briefly describe your current/past community involvement and volunteer work on clubs, associations, nonprofits, boards, commissions, etc.

Signature Disclaimer

By acceptance of this appointment and in the fulfillment of duties, you agree to: (a) abide by the Washington State Code of Ethics for Municipal Officers (RCW Chapter 42.23), ordinances, and policies of the City; (b) act in the best interest of the City and its residents; and (c) avoid using this appointment to obtain personal financial gain or interest.

I hereby state that all the information given by me in this application is true in all respects.

Name (please print)	Signature
Date	