



# Roxana Community Park District



#2 Park Drive, Roxana, IL 62084  
618/254-7485

## REGULAR MEETING MINUTES

May 13, 2025

Debra L. Ferry  
Director

The Regular Meeting of the Board of Commissioners of the Roxana Community Park District was called to order at 7:13pm, May 13, 2025 in the Oak Room of the Rox-Arena by President, Mike Toolen. Upon roll being called, the following Commissioners answered present: Mike Toolen, Leslie Schmidt and Rick Rader. Also present were Maintenance Supervisor Jason John and newly elected board members, James Guthrie and Director, Debra Ferry.

**Minutes:** A motion was made by Rader, seconded by Schmidt to approve the Minutes of the Regular Meeting, April 8, 2025 meeting. Upon the roll called, all present voted aye, none voted nay. Motion passed.

**Treasurer's Report:** A motion was made by Schmidt, seconded by Rader, to approve the Treasurer's Report, and that it be placed on file for audit. Upon roll being called, all present voted aye, none voted nay. Motion passed.

**Bills:** A motion was made by Rader, seconded by Schmidt, that the Bills having been verified by the Finance Committee, be approved for payment. Upon roll being called, all present voted aye, none voted nay. Motion passed.

**Adjourn SINE DI:** A motion was made by Schmidt, seconded by Rader to adjourn SINE DI for the installation of a new commissioner. President Toolen administered the oath of office to James Guthrie. A motion was made by Rader, seconded by Schmidt to retain Toolen as President, Rader as Vice President and move Schmidt to Secretary-Treasurer. President Toolen remained committee chair of Police, Ordinance and Public Relations, and appointed Rader chair of Buildings and Grounds, Schmidt chair of Supplies and Finance, Guthrie chair of Personnel, and soon to be Commissioner Parnell as chair of Recreation Programs and Events.

Upon roll being called, the following answered present and in agreement with the offices and appointments: Toolen, Rader, Schmidt, Guthrie. Parnell will be sworn in at the next regular meeting.

**Correspondence:** Several thank you notes were presented from Christy Smay in appreciation of the lifeguard scholarship for her son, the Vinyard family for assistance with a funeral dinner, the Tolbert family for funeral flowers, the Gametime representative for attendance to a recent workshop and East Alton Parks and Recreation for the donation of pool passes to their fundraiser.

## COMMITTEE REPORTS

**Building and Grounds:** The Board was informed that the Roxana Pool would likely be delayed in opening due to the inclement weather. They were provided with an update on the status of the Burbank project including site work, electrical, utilities, etc. They were also informed that the Park received the \$30,000 PEP grant discussed applying for the Playcore grant through Gametime as well as the MEPRD grant this summer to assist with the cost of the project. A quote for parking lot striping was presented for a cost of \$1,675 from Wells Painting. A motion was made by Rader, seconded by Schmidt to approve the expense. Upon roll being call, all voted aye, none



voted nay. Motion passed. The Board had informally approved the emergency replacement of a new air unit for the Rox-Arena auditorium that included a 10 ton unit with A-coil, installed for a price of \$24,500, by B and W Heating and Cooling.. The unit was ordered on May 2<sup>nd</sup>. The following week, the Director agreed to purchase a dual A-coil to prepare for a future replacement of a second unit for that room. ~~It was to be several weeks to obtain the custom made A-coil for the Rox-arena system.~~ Prior to the meeting, the Director was informed that to avoid further plumbing expense in the future and adding the second unit now would add \$10,600 to the total cost. A motion was made by Rader, seconded by Guthrie to approve the added expense and replace the second unit as well, with the total of all not to exceed \$40,000. Upon roll being called, all voted aye, none voted nay. Motion passed.

**Supplies and Finance:** None

**Personnel:** None

**Recreation Programs and Events:** none

**Police, Ordinance & Public Relations:** Ordinance #266, an ordinance declaring the playground and pavilion at Burbank as surplus property so that it may be removed for the renovation when time allows. A motion was made by Schmidt, seconded by Rader to approve Ordinance #266 as presented. Upon roll being called, all voted aye, none voted nay. Motion passed.


**Other Business:** Village Trustee Will Cunningham was present to discuss his desire to assist with the separation agreement between the Village Recreation Department and Park District. He stated that he would ask for the item to be placed on the next Village Board agenda and requested that the Director and President attend to discuss details.

**Executive Session:** None

A motion was made by Schmidt, seconded by Rader to adjourn the meeting. Upon roll being called, all voted aye, none voted nay. Motion passed.

The meeting stood adjourned at 8:05 pm.

Respectfully submitted,

  
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Leslie Schmidt

6-10-25  
\_\_\_\_\_  
Date