I. Call to Order
Commissioner Flowers called the meeting to order at 6:03 p.m. in the Kendall County Board Room.

II. Roll Call
Commissioners Flowers, Gilmour, and Prochaska all were present.

III. Approval of Agenda
Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

IV. Citizens to be Heard
No public comments were offered.

V. Fall 2015 Public Program Offerings
Director Guritz stated that that the 2015 fall program offerings were developed by Environmental Education Coordinator Emily Dombrowski. The programs are priced to break even with direct costs when minimum enrollment is achieved, and generate revenue over expense with participation exceeds minimum enrollment. Director Guritz discussed other fall programs and events including another Family Fun Night at Ellis, the Forest Foundation’s Fall Festival, and an ENTICE workshop for preschool educators conducted in partnership with the Illinois Department of Natural Resources.

Commissioner Prochaska made a motion to forward the fall 2015 public program offerings for Commission approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VI. Competitive Analysis of Wedding and Special Event Venues
Director Guritz stated that Events Coordinator Tina Villarreal had completed her review and competitive analysis of wedding venues in and around Kendall County.

Commissioner Purcell entered the meeting at 6:08 pm.

Tina reported that the District’s pricing and venue is in line with similar venues in the region. The District is not the highest priced, or lowest priced venue. Tina reported that many of the venues charge a per-plate fee paid by the caterer following the event.
Tina stated that increasing capacity at Ellis to host 250 would help to increase marketability. For this to occur, the venue would need to expand parking areas and washrooms.

Additional staff support would be needed to help set-up and cleanup after larger events.

The Committee reviewed the spreadsheet, and discussed Northfork Farm’s pricing, which does not include use of an event tent.

Commissioner Purcell thanked Tina for the information.

The Committee discussed the use, pricing and venue of the Kendall County fairgrounds, which charges less for use of the main building/barn.

The Committee discussed other venues where use of an in-house caterer is required, which drives up costs for the wedding event.

Commissioner Purcell inquired into how many events are lost due to the site’s limited capacity. Tina reported that a few possible rentals are lost each year due to the capacity limits.

The Committee discussed that fact that Ellis is a seasonal facility, able to host weddings from May through October.

The Committee discussed the number of wedding events currently scheduled. Tina reported that 12 events are currently scheduled for 2016.

VII. Criteria for Waiver of Facility Rental Fees and Charges

Director Guritz presented a draft outlining criteria for waiver of District facility rental fees and charges for discussion.

Within the proposed criteria, meetings and events of the Forest Foundation and offices of Kendall County government agencies would continue to be waived. Events, programs, and conferences conducted in partnership with the District and outside government or not-for-profit agencies would also be waived. This would include programs conducted in partnership with Chicago Wilderness, The Conservation Foundation, and the Illinois Department of Natural Resources.

The final criteria for consideration would include support of not-for-profit fundraising efforts to support at-risk populations in Kendall County conducted in partnership with a Kendall County government office.

The Committee discussed whether or not to waive fees from other not-for-profit agencies hosting a fundraising event at District facilities, deliberating that the current discounts
offered to not-for-profits should suffice for supporting these efforts, and that the criteria established should be need-based and not too broad.

Commissioner Gilmour stated that she was fine with the criteria presented with the exception of the provisions for considering waiving fees for not-for-profit agencies.

The Committee weighed the benefits from expanded recognition resulting from use of District facilities by not-for-profit groups to the potential loss of revenue from paying groups.

Commissioner Flowers suggested that fees could be waived for not-for-profit agencies during off-season times where facility use from paying clients is less likely to impact District revenues.

Director Guritz stated that one other area of challenge is the District’s charges for hosting events where considerable cleanup or repairs are needed to District preserve areas following the event, and whether the Committee would consider review of the District’s special event permit fees.

The Committee discussed the Kendall County Horse Show Association, noting that while the District does not charge for use of the arena and grounds at Harris Forest Preserve, this group does assist with the maintenance and care of that facility, which could be considered as an important criteria for considering waiving fees and charges.

Consensus was to remove not-for-profits from consideration under the criteria for automatically waiving fees, with request considered on a case-by-case basis.

VIII. General Discussions and Updates
Ellis Equestrian Program Manager Amy Clever reported that Jazz has been sold, and staff is working to find a good home for Princess. The Committee discussed Ellis staffing, noting that Rebecca Brigel would be leaving District employment in August.

The ACTHA trail challenge is scheduled to take place in two weeks, with the first barrel racing event to be hosted on August 23. Amy stated that she has been working to promote both events. ACTHA registration is better than the first time offered, but still not what was hoped. ACTHA has advised that enrollment does increase closer to the event.

IX. Executive Session
None.

X. Citizens to be Heard
No public comments were offered.
Xl. Adjournment
Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Meeting adjourned at 7:34 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

President Wehrli called the meeting to order at 5:30 p.m. in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, and Wehri all were present.

III. Approval of Agenda

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

No public comments were offered.

V. Director’s Report

Director Guritz reported that the summer camp season has come to a close. District staff are gearing up for fall programs including the start of the 2015-2016 school year for Natural Beginnings, with updated enrollment figures presented in the packet.

Director Guritz thanked Megan Gessler, Manager of Natural Beginnings for pulling together a detailed budget report for the upcoming year.

Director Guritz stated that Grounds and Resources is currently short-staffed, with Superintendent Olson assisting where needed to help open and close the preserves.

Trail monitor reports continue to stream in, with efforts being taken to keep up with reports of vandalism and trail impacts.

Director Guritz is working to get out a fall newsletter, and working to reschedule a meeting to discuss plans for Stephanie’s Garden.

Work continues on the intergovernmental agreement with Yorkville for the IDOT rail safety crossing grant.
VI. Position Description Reviews

Director Guritz stated that the two position descriptions presented will need to be reviewed by the State’s Attorney’s Office before finalizing for Commission approval. The Grounds Supervisor and Resident for Hoover Forest Preserve was developed in consultation with Mike Pierson to identify the full scope of duties and responsibilities this position performs, which includes supervision of other grounds and maintenance workers, and support of the Kendall County Outdoor Education Center and Natural Beginnings programs.

Director Guritz stated that in meeting with the State’s Attorney’s Office, this would be an FLSA exempt position, with efforts needed to place a value on the benefit of having a year round residence on the site where the District covers all utility costs for the residence as part of this position’s overall compensation package.

President Wherli stated that the two items will need to be approved together at an upcoming meeting once the review is completed.

Director Guritz also stated that he is considering transferring supervisory responsibilities for Megan Gessler over to the Grounds Supervisor and Resident position because this position more regularly interacts with and supports Natural Beginnings operations.

Commissioner Purcell inquired the years of experience required, noting a typo in the description. Director Guritz stated that the requirement should be for four years of prior experience in the field. Under language skills, third and fourth bullet points should be reviewed for redundancy or combining into a single statement.

Commissioner Purcell inquired into the cost and process for IL EPA wastewater operator certification for employees in this position to conduct water quality testing of the Hoover treatment ponds, suggesting that the District should be able to recover costs for the training should the employee leave before a certain amount of time has passed.

Commission instructed Director Guritz to determine the cost and process for certification.

The second position description is for the Office Assistant position. The District currently employs one part time office assistant at Ellis House and Equestrian Center. Commission noted a change needed to number of years of prior experience, with Director Guritz stating that the position should carry a qualification for two years of prior experience.

VII. Hoover Resident Lease Agreement

Commission discussed a draft lease agreement, which was developed from a template provided by the State’s Attorney’s Office.
Director Guritz stated that the agreement will not carry charges for rent or utilities, and has a provision for allowing pets. Direction was requested for the lease agreement termination clauses for when an employee resigns, or is terminated from District employment.

Commission discussed the termination clauses for the lease agreement.

President Wehrli stated that the State of Illinois has very strict laws in place for evictions, and these should be followed within the agreement, and may include a 90-day period.

Commissioner Gryder stated that the security deposit should be more than $500.

Commissioner Cullick stated that she had concerns about pets, including dogs in the residence, citing concerns over insurance should there be an incident with the dogs causing injury to preserve visitors.

President Wehrli stated that the dogs provide some measure of security for the resident, and would not want to restrict the resident from having dogs.

Commissioner Gilmour asked what would happen if the staff member employed chose to move out of the residence. Director Guritz stated that living at the residence is part of the position’s requirements. Should the individual chose to leave, they would need to resign from their position.

Commissioner Gryder suggested that pet rent could be an option to collect funding over time to offset any damage or cleaning costs between residents.

Commissioner Prochaska suggested that the agreement include provisions for addressing any and all legal disputes in Kendall County.

Commission discussed setting the damage deposit amount at the value of one-month’s rent. Director Guritz stated that time could be extended to build up the damage deposit within the first year of employment.

VIII. 2015 Fall Public Program Fees and Charges

Director Guritz presented a report detailing the proposed program budgets. All programs are budgeted to break even with costs when minimum enrollment is achieved, generating revenue over expenses when participation exceeds minimum thresholds.

Commission discussed how quickly the District could move to online registration and payments. Director Guritz stated that integration into RecPro is coming along, but does not include the module for online registration and payments, which would carry an additional software license fee and annual support cost. This could be an option for consideration
within the FY 15-16 budget. Director Guritz stated that he would explore setting up a PayPal account with the Treasurer’s Office.

Commissioner Cullick made a motion to forward the proposed public program fees and charges to Commission for approval. Seconded by Commissioner Purcell. All, aye. Opposed, none.

IX. **Hoover Forest Preserve Equestrian Trails – Overview and Volunteer Mowing Request**

Director Guritz presented a map showing the location of equestrian trails maintained by the District, and by volunteers at Hoover Forest Preserve. The map showed the location of a proposed prairie trail loop, as well as the location for expanded horse trailer parking. The map also showed areas of equestrian trail encroachment into sensitive core habitat areas of the preserve. As part of the review, District staff will be able to extend efforts to mow a larger footprint for trailer parking.

Director Guritz stated that the proposed trail has benefits and drawbacks. The benefit would be the creation of a mowed fire break to assist the District's controlled burn program. The drawback would be the increased soil erosion that will result from increased equestrian traffic in the area, which is already evident.

Commission discussed the proposed trail, and determined that due to the slopes of the woodland trail and the proposed creek crossing, increasing equestrian traffic would cause significant trail erosion in this area. Therefore, the proposed equestrian trail through volunteer mowing activities.

X. **Lyon Forest Preserve Well Capping Proposal – K&K Well Drilling**

Director Guritz stated that the K&K Well Drilling proposal includes a $600 charge for breaking up concrete, bringing total charges to $1,350. Attempts to clear the well of bacteria have proven unsuccessful.

Commissioner Purcell made a motion to forward the proposal from K&K Well Drilling for capping of the Lyon Forest Preserve well for Commission approval. Seconded by Commissioner Gryder. All, aye. Opposed, none.
XI. Intergovernmental Agreement – Hoover Road Dedication and ICC Petition

Director Guritz presented a draft intergovernmental agreement and ICC petition for Commission review. The draft documents have been forwarded to the State's Attorney's Office for review and guidance. At this point, Yorkville has agreed to assist with the project so long as the District completes the required documents, agrees to maintain Hoover Road in perpetuity, and indemnifies the city for all liability.

Commissioner Gilmour pointed out a need for correction in the signature line.

President Wehrli stated that there are additional items that need to be worked through including determining whether the District can continue to use the existing gate to close the preserve at night.

President Wehrli stated that it needs to be a city road by IDOT definition in order to secure the grant and complete the project.

Director Guritz stated that as part of this agreement, Yorkville will need to file a petition to the ICC to establish a public crossing inventory number, and dedicate the road as a public crossing.

XII. Whitetail Ridge Homeowners’ Association Meeting Updates

Director Guritz reported that Whitetail Ridge Homeowners’ Association rejected the District’s request for access to Henneberry Forest Preserve using the connecting parcel off of Whitetail Ridge Drive owned by the Association for the purpose of constructing a north-south trail and restoring preserve lands. In presenting the request, the District extended an offer to maintain the trail on the Association’s parcel, but the Association members expressed concerns over having the public park within the subdivision to access the preserve.

Commissioner Koukol inquired into whether the Association was governed by the developer, or if governance was now controlled by the residents. Director Guritz stated that the Association’s membership consisted of approximately 15 homeowners within the subdivision.
XIII. Natural Beginnings Fall 2015 Enrollment Figures

Natural Beginnings Manager Megan Gessler provided an overview of preschool enrollment figures for the 2015-2016 school year including a breakdown of month-to-month costs for staff salaries and benefits and supplies for the year.

For the fiscal year, the staff salary costs total presented in the report is $41,450, with material costs of $1,000 per class for three classes bringing total program expenditures to $44,450. Total revenue presented in the report is $53,275 based on exact tuition and enrollment for each class and anticipated registration fees resulting in a projected net profit of $8,825.

Director Guritz stated that the spreadsheet would be presented to Latreese Caldwell for review.

Megan reported that the contribution from Chairman Shaw was not included in the calculations, as his donation applies to operations in the current fiscal year.

Director Guritz reported that additional charitable contributions have been received by the Forest Foundation to assist with offsetting student tuition fees for low-income families.

Commissioner Davidson inquired into maximum enrollment figures for the program. Megan reported that each class carries a maximum registration of 12 students, leaving 5 openings in the current year.

Megan reported that she would like to raise the registration fees from $50 to $150. The current fee does not provide enough incentive to insure that families keep their commitment to register by the program deadlines. Megan reported she would also like to increase tuition costs for next year by $100, raising total fees and tuition charges by a total of $200 per registrant over the current year’s fees.

Commissioner Purcell inquired into whether a $150 registration fee is consistent with other providers in the area. Megan stated that she would research this, but the program’s tuition fees are right in the middle of what area providers are currently charging for similar services.

Megan reported that she also plans to move back the date for the first quarterly tuition payment to June 30. This first payment is currently due by July 31 of the year. Fee increases will need to be approved for inclusion in the FY 15-16 budget by the end of November.
Commission instructed Director Guritz to bring the question on the FY 15-16 tuition fees to an upcoming Finance Committee for review.

XIV. Horse Boarding Request for Ellis Equestrian Center

Director Guritz stated that Aliboo Farms has approached the District to inquire into dry-boarding horses at Ellis for a cost of $200 per month for each horse for up to 3-4 horses.

Commission discussed the capacity for boarding horses at Ellis in terms of stall space.

President Wherli stated that based on current discussions regarding Ellis operations for the coming year, we would want to be upfront in our discussions in terms of the District’s capacity for boarding additional horses at the site.

Commissioner Purcell stated that a trial period through November of this year could be negotiated.

President Wherli stated that there would be no cost to the District for boarding. The boarder would be responsible for all aspects of care and feeding.

Commissioner Purcell asked about whether the boarding rate was consistent for similar arrangements in the county.

Commissioner Gryder stated that he also wanted to hold off on any long-term boarding agreement until the Ellis operational budget is completed and approved for the coming year. Commissioner Gryder also stated that an overall policy for boarding of horses should be explored.

Commissioner Davidson stated that he would support a trial period as well before signing off on a longer term arrangement.

Director Guritz stated he would open discussion with Aliboo Farms, and look into market rates for boarding.

XV. Executive Session

Commissioners Gryder and Purcell adjourned from the meeting at 6:54 pm.

Commissioner Prochaska made a motion to enter into executive session under 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the
public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Cullick.

Commissioner Cullick adjourned from the meeting and Executive Session at 6:56 pm.

Commissioners Gryder and Purcell returned to the meeting and Executive Session at 6:56 pm.

Roll call: Commissioners Gryder, Davidson, Gilmour, Koukol, Purcell, Prochaska, and Wherli, aye. Opposed, none. Executive Session called to order at 6:57 pm.

Commissioner Davidson made a motion to adjourn from executive session and reconvene the regular meeting. Seconded by Commissioner Prochaska. All, aye. Regular meeting reconvened at 7:05 pm

XVI. Other Items of Business

Commissioner Koukol thanked President Wherli for his leadership in working to address the District’s budget situation and exploring avenues for revenue generation.

Commissioner Prochaska requested an update if a formal diagnosis is determined as the cause of death for the Ellis lesson horse Faline.

Commissioner Purcell asked if there were plans to replace horses at Ellis. Director Guritz stated that the board would be consulted prior to approve any new herd additions into the lesson program.

Director Guritz reported that a potential lease agreement is under discussion with Applied Ecological Services to establish farm operations for the planting and harvesting of native prairie plant seed for sale to the open market. As part of the agreement, the firm would assist the District with cropland conversion plans for Fox River Bluffs and Henneberry Forest Preserves, reducing costs for restoration considerably, while reducing initial budget impacts from taking preserve lands out of agricultural production. A follow-up conference call is scheduled in the coming week.

Commissioner Gryder also thanked President Wehrli for his leadership and support during the transition of the District’s executive leadership in this past year.

XVII. Citizens to be Heard

None.

XVIII. Adjournment
Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 4:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Koukol, and Cullick all were present.

III. Approval of Agenda

Chairman Koukol made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

IV. Citizens to be Heard

No public comments were offered.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $11,349.49.

Commissioner Koukol made a motion to forward claims for approval in the amount of $11,349.49 for Commission approval. Seconded by Commissioner Davidson.

The Finance Committee discussed the claim listings.

Commissioner Koukol inquired into claim number #229 for a wedding cancellation. Director Guritz stated that the District retained half of the deposit per policy. The cancellation was for a wedding scheduled for July 2016.

Commissioner Koukol inquired into claim number #232. Director Guritz stated that the claim was for return of a Meadowhawk facility rental deposit, which represents half of the cost for the rental.

Commissioner Wehrli entered the meeting at 4:05 pm.

Director Guritz stated that the District will receive bills from the veterinarian and for the ACTHA cash prizes in the next claims cycle.
Commissioner Davidson inquired into status of ACTHA event registration. Director Guritz stated that enrollment is higher than the first event offered, but not meeting the anticipated projections for enrollment.

Commissioner Davidson inquired into where revenues would be credited for the sale of the lesson horse Jazz and for the equestrian events. Director Guritz stated that funds would be credited to Ellis programs.

Commissioner Wherli inquired into claim number #185 for Nicor gas. Director Guritz stated that this cost is for the grain dryers with costs reimbursed to the District under the Mathre farm license agreement.

The Finance Committee discussed charging for use of the grain dryers at a rate of $0.01 per bushel, and include provisions that they will pay for costs for repairs of the dryers if needed.

The Finance Committee instructed Director Guritz to determine the capacity of the bins in consultation with Mark and Tom Mathre, and calculate the charge accordingly.

Commissioner Cullick called the question. All, aye. Opposed, none. Motion passed unanimously.

VI. Neshnabe’k Restoration Project Supply Purchases

Director Guritz reported on the costs for supplies for restoring the Neshnabe’k Native American village site. Purchases not to exceed $1,383 will be made for purchase of natural reed mats and artificial sinew for tying. Commissioner Davidson stated he would look into securing a cow rawhide for the program.

VII. Executive Session

None.

VIII. Other Items of Business

The Finance Committee discussed a request from Aliboo Farms to dry-board 3 to 4 horses at Ellis for $200 per horse per month.

The Finance Committee instructed Director Guritz to conduct an inventory of equipment and tack for Ellis House and Equestrian Center that will include a list of items that will be recommended for disposal and/or public sale.

IX. Citizens to be Heard
None.

X. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 4:25 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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**Total FOREST PRESERVE EXPENDITURE**

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**FP BOND PROCEEDS 2007**

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**Total FP BOND PROCEEDS 2007**

|                    |                       |                   |                                          | 3,300.00* |

**GRAND TOTAL**

|                    |                       |                   |                                          | 12,067.56 |
We hereby submit specifications and estimates for:

Drop Ash behind 303 Windham Dr

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

$200

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Signature
Pre-K Proposed Education Programs

Length:

1 hour (Monday- Friday)

Proposed Fees:

10-40 students: $5 a student
41-60 students: $4 a student

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<th>Location</th>
<th>Fee</th>
<th>Reg. Min</th>
<th>Reg. Max</th>
<th>Est. Salary</th>
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<td>$42</td>
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Group size: 10-30 students; up to two groups at a time

Program Themes:

- **Bugapalooza**: What makes an insect an insect? We will answer this question through games, a hike and a craft.
  Location: Harris Forest Preserve or at the preschool

- **Animal Homes**: Who lives in our region? We will explore a habitat and learn about what it means to be native to Illinois.
  Location: Harris Forest Preserve

- **Sensory Hike**: Explore the current season as we use all five senses to discover nature.
  Location: Hoover Forest Preserve

- **Laws of Nature Exploration**: Come and visit our nature center. Activities include a story, craft, and a look at animal’s homes, bones and skeletons. Student’s also get to meet and touch one of the center’s critters. We can also bring this program to your classroom.
  Location: Laws of Nature Museum– Kendall County Historic Courthouse or at the preschool
Are you looking for an Adventure?

Come and experience the outdoors with your students as they become scientists for the day!

The Kendall County Forest Preserve District offers many different activities, all of which are hands-on and are available at a reasonable price.

Preschool Programs

Length: 1 hour (Monday–Friday)

Fees: 10-40 students: $5 a student
41-60 students: $4 a student

Group Size: 10-30 students; up to two groups at a time

Program Themes:

• Bugapalooza: What makes an insect an insect? We will answer all your questions through games, a craft and exploration.

Location: Harris Forest Preserve or at your preschool.

• Animal Homes: Who lives in our region? We will explore a habitat and learn about what it means to be native to Illinois.

Location: Harris Forest Preserve

• Sensory Hike: Explore the current season as we use all five senses to discover nature.

Location: Hoover Forest Preserve

• Laws of Nature Exploration: Come and visit our nature center. Activities include a story, craft, and a look at animal’s homes, bones and skeletons. Students also get to meet and touch one of the center’s critters. We can also bring this program to your classroom.

Location: Laws of Nature Museum–Kendall County Historic Courthouse or at your preschool.