



AGENDA MEMORANDUM

DATE: February 24, 2026
TO: Forest Preserve District Finance & Administration Committee
FROM: David Petschke, Chief Financial and Administrative Officer
VIA: Ben Haberthur, Executive Director
SUBJECT: Presentation and Approval of Permit Fees at the Mill Creek Archery Range

PURPOSE:

The purpose of this memorandum is to provide the committee with information to consider a permit process for the District's new archery range at Mill Creek Greenway FP.

BACKGROUND:

The District will open Kane County's only public archery range this summer. Located at the Mill Creek Greenway Forest Preserve, the range is the centerpiece of a \$1.2 million project made possible by a \$600,000 Open Space Land Acquisition & Development (OSLAD) grant. Additional amenities including a picnic shelter, mowed trails, interpretive signage, restrooms, an entry drive, additional parking, and a 62-acre tallgrass prairie restoration have been installed at the site.

The archery range itself is a complex consisting of three distinct ranges, a traditional "Olympic" range designed for recurve archery, an "elevated bow" range designed for bow-hunter practice, and a "crossbow" range for crossbow enthusiasts. Range particulars are as follows:

- A. Elevated Bow Ranges: The length of the Elevated Bow Range is approximately 60 yards. There are four shooting lanes which consist of District placed target sizes and distances. The distances for targets vary from 20-50 yards.
- B. Olympic Range: The length of the Olympic Range is approximately 100 yards. There are eleven standard shooting lanes and one ADA shooting lane which consist of various District placed target sizes and distances. The distances for targets vary from 20-77 yards.
- C. Crossbow Range: The length of the Crossbow Range is approximately 100 yards. There are three standard shooting lanes and one ADA shooting lane. The Crossbow range is located in a designated area that is fenced and separate from the Elevated Bow and Olympic Ranges. Shooting distances are marked and vary from 20-40 yards.

Archers will bring their own bow and arrows to the complex, but the District will supply targets, ground quivers and racks. Additionally, District Rangers will be teaching youth archery classes throughout the year at which the District will provide everything needed to learn to shoot a bow including the bows and arrows. Initial outfitting of the range (including teaching materials) costs \$32,000. Annual costs are estimated at \$16,000.

Staff are recommending the creation of a permit process to cover the costs of this new annual expense. In the successful model of the Forest Preserve District of DuPage's archery range at Blackwell Forest Preserve, permits would be required and must be displayed when using the archery range. Permits would be valid for an

annual period between July-June to coincide with the District's fiscal year. All permit revenue collected would be dedicated in a specific budget line item intended to be utilized at the range complex.

Tiered pricing based on residency is recommended and detailed below.

FINANCIAL IMPACT:

Permit Fee revenue will be recorded in a new "Archery Range" general ledger account to allow for tracking and financial transparency. These permit fees will offset the initial and ongoing costs at the Mill Creek Archery Range.

The District is forecasting permit fee revenue of \$16,000 in the 2026/27 fiscal year. The District's initial expense for archery range supplies, recreational equipment, and repairs or replacement of equipment as needed to ensure the safety of range users will be \$32,000 in fiscal year 2026. Sufficient funds of \$32,000 are available in account 01-11-11-8010 for these expenses.

Recommended Rates

Resident Rate:

Annual Permit: \$40 (\$20 after December 31)

Daily Permit: \$10

Nonresident Rate:

Annual Permit: \$65 (\$35 after December 31)

Daily Permit: \$20

RECOMMENDATION:

Staff recommends the Committee approve the permit fees for the Mill Creek Archery Range as presented effective July 1, 2026.

ATTACHMENTS:

Attachment A: Archery Range Forecasted Expenditures