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TO: Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 29, 2023

AGENDA ITEM TOPIC: Trailhead Use Approval – Village Trailhead - Hamburg Parks & Recreation

Number of Supporting Documents: **1 – Application Packet**

Requested Action

To approve the Park Use application for use of the Village Trailhead, along with consideration for staff and resource support as a co-host, for the Christmas In The Village event which is scheduled for Friday, December 12, 2025 from 5PM-8PM, and Saturday, December 13, 2025 from Noon to 8PM. Approval should contemplate payroll for key staff, as approved by their Department Heads, and that the Clerk Department be provided all requested documents to their satisfaction. Approval should also include allowance for promotional signage to be placed on Township property, Parklands and Trailheads. Over-the-Road Banner has been applied for under separate application.

Background

The Parks & Recreation Department, along with the Supervisor's Office, has been part of a grass-roots movement to bring a Community Event for Christmas to the Village of Hamburg. With the support of our community partners and local businesses the event is gaining momentum, and we are excited to see what the first year brings. The plan for future years includes bringing the Polar Express to Hamburg Twp.

An information packet has been included in the Consent Agenda, but the most updated information will always be channeled to our website via the Parks & Recreation homepage:

https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php.

The core events this year will include an outdoor vendor market (Jingle Market), Official Lighting of the Tree, Choir performance and Sing-along, Visits with Santa and Mrs. Claus, Strolling Characters, as well as a Live Nativity. There will be an opportunity for children to write letters to Santa and drop them at the Hamburg Library, as well as opportunities for local businesses to get involved by offering specials at their locations or by being at the event at the Township services tent.

Similar to the Park It On The Lakelands Trail event we co-hosted with the MDNR and Putnam Township, this event is a collaborative effort. Our main groups include: Hamburg Parks & Recreation, Hamburg Senior Center, Hamburg Library, St. Stephen's Episcopal Church, Bennett's Beavers, Hamburg Museum, Hamburg Pub, with sponsors and area businesses assisting with funding. Sponsorships will be listed on the website as they come forward. Budget and Expense information will be provided upon request.