Christmas In the Village Meeting 10/13/26

Event Date: December 12, 2026 – Noon – 7:00 p.m.

Next meeting: TBD

Attended Name	Organization	Email
Jason Negri, Supervisor	Hamburg Township	jnegri@hamburg.mi.us
Deby Henneman, Twp Coordinator	Hamburg Township	dhenneman@hamburg.mi.us
Julie Eddings, Senior Director	Hamburg Township	jeddings@hamburg.mi.us
Brandy Mills	Hamburg Pub	thehamburgpub@gmail.com
Nancy DeWolf	St. Stephen's Church	nancydewolf@sbcglobal.net
Duane Hoeppner	Hamburg Township	dhoeppner@hamburg.mi.us
Rick Beaudin	PPHH Chamber	rick@pinckneypirate.com
Holly Hentz	Hamburg Library	hhentz@hamburglibrary.org
Barb Nettleton	St. Paul's Church	bnettleton52@gmail.com
Other Committee Members	**Organization**	**Email**
Denise Emery	HTHS	demery12450@gmail.com
Kim Gemuend	Old Antique Store Bldg.	kwgemuend@gmail.com
Lynn Riehl	Hamburg Library	lriehl@hamburglibrary.org
Pat Kneeland	St. Stephen's Church	pat.kneeland@gmail.com
Mia Powers	Powers Flowers	miaflowers@aol.com
John Salame	Village Barbershop	jcsalame@gmail.com
Steve Lindimore	Bennett's Beavers	slindi@yahoo.com
Esther Clingan	Building next to Pub	Clinganesther@gmail.com
Matt Urbanowicz (Antique Fire Truck)	Hamburg FD	murbs@hamburg.mi.us
Mike Steinaway	Hamburg Township FD	msteinaway@hamburg.mi.us
Julie Eddings, Senior Director	Hamburg Township	jeddings@hamburg.mi.us
Casey Yost	Hamburg Township FD	cyost@hamburg.mi.us
Laura Strandt	Hamburg Library	lstrandt@hamburglibrary.org
Alice Winkelman	HTHS	alw6543@gmail.com

Entertainment:

Looking for Strolling Characters/Choir – Will be dotted in during day

- Kensington Woods Schools – Julie confirmed interest, being added to schedule
- PCS Schools – Deby requested contact from R.Todd
- Church groups – Being Coordinated by J. Negri
- Marketeer - Kim will check with Mr. & Mrs. George Moses/Marketeer
- Senior Pipers Group – Julie confirmed interest, being added to schedule
- Deby contacted Dio who was not able to help, but provided info for entertainment
    - mermaidmollyentertainment@gmail.com
    - Won't do in-kind but will offer discounts for 2 or more characters. See website for pricing and characters: https://www.bookmermaidmolly.com/

Santa & Mrs. Claus Visit

- Hamburg Historical Museum – Santa Visit
    - Timeframe changed to 4-5:30
- St. Stephen's – Storytime with Mrs. Claus (Library's Mrs. Claus)
    - Timeframe changed to 3:30-4
- St. Stephen's – Classic Storytime (Jason)
    - Timeframe changed to 2:30-3

Nativity Scene – Duane Hoeppner

- Hamburg Historical Museum Grounds – Grassy area off parking lot
- Animals on display starting at 5:00 p.m. – Deposit has been paid
- Live Nativity/Story starting at 5:30 p.m.
- Duane to borrow costumes and/manger from Brighton Assembly of God
- Deby reached out to local Builder to see if we can build our own manger

Ceremonial Lighting of the Tree by Santa (Rick B.)

- St. Stephen's
    - Proposed time – 6:00 p.m. start
    - **No generators running during this time!**
        - Pastor Blessing
        - Christmas Sing-along
        - Santa Tree lighting to start the holiday season around 6:30 p.m.
- Tree – Is it possible we can get something larger? Cost? – Powers Flowers is sending sponsorship
    - St. Stephen's checking on the topper
    - We need a more secure tree stand this year
    - St. Stephen's to provide electricity

Holiday Market:

- Use of Hamburg Grocery parking lot has been confirmed by owner
    - Tent has been reserved and contract was signed – same vendor/setup/pricing

- Food Vendors to be in the same area as the Market
- Possible use of the front lobby of the old Antique Store
    - Jason to speak with FD about Public Access
    - No restroom facilities, but there is heat and electric
    - Could be possible warming center, and area for Biz/Services displays/Info
- St. Paul's will provide smore kits - Will need access to electric for this
    - Possible site: Gingerbread Alley next to Antique Store? Do they need to be inside?
- St. Stephen's will have their Holiday Market and Bake Sale again this year Noon-6 p.m.
- Set-up 10-11:30 – Market opens at Noon and closes at 6:00 p.m.
    - Vendors must be in place and cars moved no later than 11:30 a.m.
    - Vendors may quietly break down starting at 6:00 p.m. with vendor vehicles for pick-up starting at 6:30 p.m.
    - Roads will be open after 7:00 p.m.
- **Shuttles to run between 10 a.m. and 8 p.m. (or last person leaves)– same route as last time**
    - St. Paul's is all set to provide parking and a volunteer to distribute flyers to visitors
- **Vendor Total as of 10/28/26: 9 ($205)**
- **Sponsor Commitments to Date: 10 ($5,205 rec'd/pending & $1,550 in-kind)**
- **Deby to order updated shopping bags with new sponsors**

Gingerbread Alley:

- Location & Design to be confirmed - Deby
    - Leaning toward putting on Stone St. for accessibility
        - Deby & Jason to work with Public Safety to find workable solution for residents
        - Will need to update Map and get approved prior to permit with LCRC
    - Need an electricity source – Museum and Kim from Old Antique Store have offered.
    - Suzanne Hines okay with it also.
    - Looking into Tunnel lights and a couple of blow up features.
    - Need to clean up picket fence area behind Old Antique Store, and decorate
        - May be a good place for a couple of blow-ups?
- Hope to have free standing displays set up for "photo booth" options
    - Will need to replace a lot of those since they were damaged/stapled/windblown
    - Photo booth options could also be put indoors at the Antique store if permitted?
- Will need hay bales again for Gingerbread Alley & Nativity
    - Powers Flowers supplied in 2025 – Deby will arrange for these
- Library to make Tomato cage trees with lights to put along the path – Along Stone Street?
    - Deby to get the Library lights from inventory
- Get neighbors to decorate if possible – Jason and Deby to send letter to residents again. Need to go door to door on Stone Street to advise may be blocked for event.
- See if Bennett's Beavers building front can be used?
    - Can we get Antique Fire Truck this year for photos?

Live Reindeer:

- Kim mentioned Live Reindeer as something that could be fun to have during event. She will check into feasibility and costs, if any. – No update

Arts & Crafts:

- Bennett's Beavers and Museum will work together on crafts

Donations:

Xmas in the Village Donations: GL#101-000.000-674.200

Expenses:

Xmas in the Village Expenses (Old Park It! Event): GL#101-751.000-943.001

Event Website Page:

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

Facebook Event Page: https://www.facebook.com/events/2013442172633854/

Other listings:

Evvent (Argus) - https://evvnt.com/events/?_evDiscoveryPath=/event/3859418-christmas-in-the-village-village-of-hamburg-township-mi

WHMI – Submitted Ad copy to Community Calendar on 10/5/26

PPHH Chamber – Requested distribution of Sponsor/Vendor packets on 10/5/26

PCS – Requested distribution of Event Flyer 10/28/26

Event Schedule:

- Event Flyer on website page – Updated version to be posted by 10/30/26

Parking/Shuttle:

- $30 an hour – Julie contacted LETS and they are scheduled
- St. Paul's is confirmed parking location
- Overflow/Vendor parking: Village Trailhead
- Road must remain clear to Hamburg Pub
- Maps and schedules to be put inside the shuttle for guests – St. Paul's to distribute

Barrier Inventory:

- **Checked with Livingston County and they do not have cones or barriers available for use.**
- **What Township has on hand:**
    - **Road Barrier Inventory**
        - **6 Yellow Sandwich Board Signs**

        - **5 ADA Sandwich Boards**
        - **4 Large Barricades**
        - **5 Sidewalk Barricades**
        - **2 Tall Delineator Posts**
        - **5 Orange Barrels**
        - **3 Be Prepared To Stop Canvas Signs**
        - **20 Cones B&G**
        - **25 Cones PD**
        - **3 Large Barricades Road Closed**
        - **2 Stop For Pedestrian Crosswalk Signs**
    - **We need more cones and blockades to provide a "walkway" in the street where there are no "sidewalks"**

Live Nativity:

- **Duane** Hoppner is Team Lead on this feature (look under Entertainment for details)
- Looking into getting our own Nativity built

Food & Market Vendors

- Deby is Team Lead on Vendors
    - Deby there in AM during setup until Noon
    - Julie E. Market Shift Noon-4
    - Jason N. Market Shift 4-Close
- Spaces will be $25, with $10 extra for table and 2 chairs
- No charges for food vendors at this time

Festival Lights/Decorations:

Will need volunteers to help with decorating and installing lights. We are also actively taking used holiday decoration donations!

Current Inventory to follow….

Along with Over the Road banner, I would like to look into the small banners for the light poles as well here at the township, and purchase a few for in the Village as well.

Library will purchase 4 x 4 street signs for Merrill corner as well as Fire Station

Deby to update and/or order banners based on new sponsors

Restrooms/Warming Stations/Vendor Tent/First Aid:

Facilities for one or the other, or both: Need to determine if these all still stand

- Hamburg Pub – **Open all hours of the event**
- St. Stephen's Church – **Open all hours of the event**
- Hamburg Museum – **Open all hours of the event**
- Portable Toilets at Village Trailhead (Parks & Recreation)
    - **PTS sponsoring – requested 5 units again this year for shuttle stops**

Building & Grounds/Parks & Rec will decorate the Gazebo unless resident approaches again this year

Powers Flowers will decorate the StoryWalk like she did in 2025

Hamburg FD to help with First Aid Tent/Vehicle.

Garbage and Utilities – **Duane Team Lead**

- **Will need blue barrels for garbage**
- **Metal Barrels for heat/fires – Duane to borrow from Shalom Church**
- **Dumpster for garbage – Monroes to donate per Duane**
- **Light for evening hours only? – Duane to arrange for vendor if needed**

Tent Vendor:

Classic Tent and Event – Brighton, MI (734) 891-2699

Letters to Santa: Library to do again

- Seniors to respond again, have already coordinated with the Library
- Alice will be sure to get the Mailbox back to the Library
- Library will have the Santa Mailbox in the lobby starting 12/1/26 and letters will be collected through our event

Signage/Marketing

- Library offered to order and pay for 2 signs through their vendor. Merrill corner and FD.
- We had banners at Pettysville Trailhead & Village Trailhead as well as the Merrill Banner which were partially donated. Funding collected didn't allow for more. Will need to change dates.
- Do inventory of signage and determine the shape it is in – Deby
- Order Sponsorship signs and banners – Deby
- Order Sponsorship shopping bags – Deby
- Order Banners & arrange to have put up over Merrill Rd. – Deby
- Order Parking Lot Banners - Deby

Member Requested Tasks:

Chamber - Rick Beaudin

- Chamber offered $1,500 again this year – Payment pending
- Rick stated we can distribute Sponsorship and Vendor letter via Chamber - Requested
- Rick will be Santa
- To provide Busch's contact info for possible sponsorship

Senior Center - Julie Eddings

- Kensington Woods Schools contact for strolling carolers - Scheduled
- Santa letter contact – Responses
- Sent her vendor list the application
- Market Coordination – Noon to 4 p.m.

Building & Grounds, Hamburg Township – Duane Hoeppner

- Set up Road Barriers as per LCRC Permit/Parks/Public Safety
- Maintain Garbage Cans, Fire Barrels, & Dumpster
- Tables and Chairs for vendors and eating were both under tent
    - Could food area be elsewhere?
- Coordinate Live Nativity
- Decorating – may need more frames built for backdrops

Public Safety – FD & PD (Kelly liaison?)

- First Aid
- Road Blockades/Public Safety
- Antique Firetruck (or regular) to take Santa back to North Pole?
- Need to review and approve route so we can apply for permit via LCRC

Hamburg Museum

- Santa Visit
- Bennett's Beavers Craft – to contact Bennett's Beavers to coordinate
- Location of Live Nativity

Parks & Recreation – Deby Henneman

- Finalize Event Map with Public Safety & Supervisor – In process
- Finalize all Applications, Flyers, Marketing Materials – In process
- Set up website with updated information once finalized – in process
- Distribute ½ sheet flyers and schedules to committee to pass out – Deby to print
    - Church and Hamburg Pub requested stacks
    - Pass out during Halloween event for trick-or-treaters
- Coloring Books and Crayons at services tent/info area – Deby to arrange
- Market Coordination – Day of in AM until Noon
    - Coordinate, design, and order all sponsor swag, banner & bags
    - Social Media, Admin lead
    - Vendor contact
- **Deby securing Banner Permit, Park Use Permit, and LCRC Road Closure Permit**
- **Hamburg Township has a speaker system with microphone**

Powers Flowers – Mia sending sponsorship form

- Big Beautiful Tree for in front of St. Stephen's – 20' possible? Cost?
- Decorations at the Village Trailhead and Story Walk

Pat Kneeland/Nancy DeWolf – St. Stephen's

- Will have their own craft show 12-6
- Will host entertainment events
- Will be warming station and restroom during event
- Hosts Sunday services

Brandy Mills – Hamburg Pub?

- Will offer food specials and/or be a food vendor with pizza by the slice?
- Parking available for customers only
- Will be warming station and restroom during event for customers
- Approach CEI, Baker, and Varsity Ford for Sponsorships

Jason Negri – Supervisor

- Main point of contact for choirs
- Assist Parks and Rec for Map, Route, Blockades – approve with Public Safety
- Jason & Deby – Send out letters to Hamburg Businesses and residents to coordinate with neighborhood for tree lighting and house decorating. Advise there is an event.
- Jason to work with Duane and property owner to get Hamburg Grocery cleaned up and decorated.
- Jason to find out status of the Boy Scout cabin and what is to be done with it. – He is on it
    - Possible location for Future events?
- Oversite of CITV Budget and Cash Flow
- Market Coordination – 4 p.m. until close
- Follow up with Flagstar & Borek for Sponsorship

Barb Nettleton – St. Paul's Lutheran

- Will provide booth with games for kids and prizes
- Will distribute "smore kits"
- Will host the St. Paul shuttle site and provide volunteer to distribute schedule of events
- Hosts Sunday services
- Gingerbread Alley Feature level Sponsor - $500

Everyone:

- **Approach potential sponsors**
- Pass out flyers to your customers
- **Like and share our posts**
- Share the event and RSVP there even if you just respond "interested"
    - **https://www.facebook.com/events/2013442172633854/**
- **Approach potential vendors & crafters**
- **Flyers can be picked up at Township Hall – Please give me a day or two to print!**

Christmas In The Village - Event Ad Copy:

Join us for our 2nd Annual Christmas In The Village Event, in the Village of Hamburg (near Stone Street & Hamburg Rd.), on Saturday, December 12, 2026, from Noon- 7PM. Features include: Jingle Market with Gift & Food Vendors - Holiday Storytime with Mrs. Claus - Kids Crafts - Sweets & Treats - Music & Entertainment - Visits with Santa - Family Friendly Fun - Local Business Specials - Live Nativity Scene - with free admission for all!

The Jingle Market will be open from Noon - 6, with Santa closing out the festivities shortly after during our ceremonial tree lighting in front of St. Stephen's Episcopal Church. Letters to Santa can be dropped off at the Hamburg Library starting 12/1/26 along with the Hamburg Museum on the day of our event, so be sure to bring those wish lists! Responses from Santa will be sent for all letters collected through our event which include a return address.

If you are interested in being one of our sponsors or craft vendors, please fill out the form found on our website and send it to dhenneman@hamburg.mi.us! We will provide a heated tent for the Jingle Market Vendors and cost to participate is minimal. A final schedule of events will be posted by the end of November, and a shuttle will be provided for our guests.

More information is available on the Hamburg Township website:

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

or follow the Facebook Event here: https//www.facebook.com/events/2013442172633854

Hope to see you there!

