



Minutes
Village of Newburg
Community Events Committee
Thursday, July 10, 2025 – 5:30 P.M.

NOTICE IS HEREBY GIVEN that the next meeting of the Community Events Committee, Washington & Ozaukee Counties, Wisconsin is scheduled for Thursday, July 10, 2025, at 5:30 p.m. at Village Hall, 620 W. Main St.

I. Call to order and roll call.

- | | |
|------------------------------------|---------------------------------|
| - Michelle Sadowski, Chairperson | - Clerk Brandy Loveland Seelow |
| - Trustee Brooke Stangel, Co-Chair | - Deputy Clerk Heather Wellman |
| - Trustee Jane Probelski | - Administrator Nate Wendelborn |
| - Trustee Kohn | - President DeLuka |

All members except Chairperson Sadowski, Administrator Wendelborn and President DeLuka, who were all excused, were present, and the meeting was called to order at 5:30pm.

Chairperson Sadowski resigned her position via email at 1:59pm on the day of the meeting, July 10, 2025.

II. Correction and Approval of minutes from June 12, 2025 (possible action), minutes attached (1)

Minutes were verbally approved by the committee with no corrections.

III. Presentations: None

IV. New Business

- a. Chairperson – Michelle Sadowski, verbal update

Chairperson Sadowski resigned her position via email at 1:59pm on the day of the meeting, July 10, 2025.

V. Events

a. Fall Fest (2)

- Any food trucks? I haven't found any yet.
- How is the large sign for Fall Fest going?
- Anything new on the craft fair booth idea?
- Any other ideas / discussion?

The group discussed the Fall Festival and utilizing the new check sheet to track progress and assign tasks. Please see this check sheet for all updates.

b. Christmas in the Village (3)

- Did we decide for sure that the parade will be on 12/7 at 5pm?
- Any other ideas/discussion?

The group discussed Christmas in the Village and utilizing the new check sheet to track progress and assign tasks. Please see this check sheet for all updates.

- Announcements – Next Community Events Committee Meeting is scheduled for August 10th, 2025, at 5:30PM
Brandy Loveland Seelow
Clerk / Treasurer

It is possible that individual members of other governmental bodies of the Village may attend the above meeting. Pursuant to State ex.rel. vs. Greendale Village Board, 173 West 20 533,494 NW 2nd 408 (1993), such attendance may be considered a meeting of the respective governmental body. This notice is given so that members of other governmental bodies of the village may attend the meeting without violating the open meeting law.

Person with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at (262) 675-2160 at least one (1) day prior to the meeting.

AFFIDAVIT OF POSTING This agenda was posted in the office of the Village Clerk on the 4th day of June 2025.



PROJECT NAME : FALL FEST

EVENT DATE : OCTOBER 25TH

TIMELINE

FALL FEST : 1:00 PM - 3:00 PM

TRICK OR TREAT: 4:00 PM -
6:00 PM - RECOMMENDATION

BONFIRE :
7:00 PM - 10:00 PM

ACTION ITEMS:

- ☒ PURCHASE BOUNCE HOUSE
- ☒ PUMPKIN BOWLING
- ☐ WOOD FOR BONFIRE
- ☒ PUMPKIN PAINTING
- ☐ SIGNAGE
- ☐ CARICATURES
- ☐ BALLOON ANIMAL MAKER
- ☐ FOOD TRUCKS
- ☒ CRAFT SHOW / FARMERS MARKET
- ☐ WITH THE NEWBURG FIRE DEPT,
TOUCH A FIRE TRUCK
- ☐ FACE PAINTING

BUDGET: \$1000.00 + 825.17= \$1,825.17

- ☒ BOUNCE HOUSE = \$500.00
- ☐ PUMPKINS = \$75.00
- ☐
- ☐
- ☐
- ☐

ASSIGNED TO:

ADMINISTRATOR WENDELBORN

ADMIN WENDELBORN SAYS VILLAGE HAS PINS &
TRUSTEE PROBELSKI HAS BALL

ADMINISTRATOR WENDELBORN - DPW COLLECTING

TRUSTEE PROBELSKI ORDERING FROM AMISH FARMER, 75 @ \$1.00
EACH. **RIVEREDGE** REACHED OUT TO ASSIST WITH FALL FEST, THE
COMMITTEE WOULD BE LIKE THEM TO LEAD THIS ACTIVITY

TRUSTEE STANGEL - WILL REPORT BACK IN AUGUST

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TRUSTEE PROBELSKI WILL CREATE A LIST AND MAKE CONTACT

IT WAS DECIDED THIS WILL BEGIN IN 2026 - **CLERK
LOVELAND**

THE GROUP DISCUSSED HAVING DPW TRUCKS, FIRE
TRUCKS AND POLICE - **ADMINISTRATOR WENDELBORN**

TRUSTEE KOHN - WILL REPORT BACK IN AUGUST

SUPPLIES NEEDED FOR EVENT:

- ☐ PAINT BRUSHES
- ☐ PAPER BOWLS
- ☐ PLASTIC TABLE CLOTHS
- ☐ BENCH CLIPS TO HOLD TABLE CLOTHS
- ☐ WIPES
- ☐

NOTES

VOLUNTEERS NEEDED

COSTUME CONTEST?



PROJECT NAME : CHRISTMAS IN THE VILLAGE

EVENT DATE : SUNDAY, DECEMBER
7TH, 2025

THEME

SUPERHERO'S CHRISTMAS

TIMELINE

CHILDRENS EVENT NOON – 2PM

PARADE 5PM

VILLAGE SOCIAL
GATHERING FOLLOWING
PARADE AT FALKNER PARK

CHILDRENS CHRISTMAS PARTY

- ☐ RICE CRISPY TREAT PRESENT SNACKS
- ☐ COLOR CONTEST
- ☐ CRAFT
- ☐ ACTIVITY

ASSIGNED TO:

CLERK LOVELAND & DEPUTY CLERK WELLMAN

PARADE

- ☐ CONTACT SCHOOLS FOR MARCHING BANDS
- ☐ DISTRIBUTE GOOGLE DOC AND PUBLISH TO FB
- ☐
- ☐

ASSIGNED TO:

ADMINISTRATOR WENDELBORN

CLERK LOVELAND & DEPUTY CLERK WELLMAN

SOCIAL GATHERING @ FALKNER PARK

- ☐ 7 FT TREE
- ☐ ELECTRICITY AT FALKNER PARK
- ☒ ST. JOHN'S CAROLERS
- ☐

ASSIGNED TO:

ADMINISTRATOR WENDELBORN - COST?

ADMINISTRATOR WENDELBORN

CLERK LOVELAND TO CONTACT PASTOR SCHASER

BUDGET: \$1,500.00 + WHATEVER IS LEFT FROM FALL FEST

- ☐ HOT COCOA
- ☐ TREATS LEFTOVER FROM CHILDRENS EVENT
- ☐ SANTA STEVE - APPROX \$100.00
- ☐

NOTES

VOLUNTEERS NEEDED

EMAIL ACCOUNT SET UP ON JUNE 6TH FOR GOOGLE FORM TO BE CREATED TO SIGN UP FOR
PARADE PARTICIPATION

Updated July 23, 2025