



MINUTES
Village of Newburg
Community Events Committee
Thursday, August 14, 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, August 14, 2025, at 5:30 p.m. at Village Hall, 620 W. Main St.

I. Call to order and roll call.

- | | |
|--------------------------------------|---------------------------------|
| - <i>VACANT</i> , Chairperson | - Clerk Brandy Loveland Seelow |
| - Trustee Brooke Stangel, Co-Chair | - Deputy Clerk Heather Wellman |
| - Trustee Jane Probelski | - Trustee Kevin Kohn |
| - President David DeLuka | - Administrator Nate Wendelborn |

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

II. Correction and Approval of minutes from July 10, 2025 (possible action), minutes attached (1)

Minutes were verbally approved by the committee with no corrections.

III. Presentations: None

IV. New Business

- a. Chairperson – ***VACANT***

President DeLuka informed the clerk that he will be appointing a new Chairperson at the next BOT/COW meeting on August 28th, 2025.

V. Events

- a. Fall Fest (2)

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

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.

Christmas in the Village (3)

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

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.

Announcements – Next Community Events Committee Meeting is scheduled for September 11th, 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 7th day of August 2025.



PROJECT NAME : FALL FEST

EVENT DATE : OCTOBER 25TH

TIMELINE	Setup Time: Noon	TRICK OR TREAT: 4:00 PM - 6:00 PM - APPROVED BY BOT JULY 24TH	BONFIRE : 7:00 PM - 10:00 PM
	FALL FEST : 1:00 PM - 3:00 PM		
ATTENDANCE:	Estimating 200		
ACTION ITEMS:	ASSIGNED TO:		
☒ PURCHASE BOUNCE HOUSE	ADMINISTRATOR WENDELBORN		
☒ PUMPKIN BOWLING	ADMIN WENDELBORN SAYS VILLAGE HAS PINS & TRUSTEE PROBELSKI HAS BALL		
☐ WOOD FOR BONFIRE	ADMINISTRATOR WENDELBORN - DPW COLLECTING		

☒ PUMPKIN PAINTING	TRUSTEE PROBELSKI ORDERING FROM AMISH FARMER, 75 @ \$1.00 EACH. RIVEREDGE REACHED OUT TO ASSIST WITH FALL FEST, THE COMMITTEE WOULD LIKE THEM TO LEAD THIS ACTIVITY - ALINA FROM RIVEREDGE WAS IN ATTENDANCE AND WILL COORDINATE THE PUMPKIN PAINTING STATION
☐ SIGNAGE - 4X8 YARD SIGN	TRUSTEE STANGEL - WILL REPORT BACK IN AUGUST
☐ CARICATURES	TRUSTEE STANGEL - WILL REACH OUT AND EXPLAIN THAT THE COMPANY IS WELCOME TO COME SET UP AND CHARGE FOR THOSE WHO WANT TO HAVE ONE MADE, NOT A VILLAGED SPONSORED ACTIVITY
☐ BALLOON ANIMAL MAKER	TRUSTEE STANGEL - \$190 - \$230 PER HOUR
☐ FOOD TRUCKS	TRUSTEE PROBELSKI - HAD QUESTIONS ABOUT TIME AND QUANTITY OF PEOPLE ATTENDING TRUSTEE KOHN - COUSINS SUBS & CUPCAKE A-RHEE ADMIN. WENDELBORN - SETUP LOCATION OF FOOD TRUCKS & TOUCH A TRUCK VEHICLES
☒ CRAFT SHOW / FARMERS MARKET	IT WAS DECIDED THIS WILL BEGIN IN 2026 - CLERK LOVELAND
☐ WITH THE NEWBURG FIRE DEPT, TOUCH A FIRE TRUCK	THE GROUP DISCUSSED HAVING DPW TRUCKS, FIRE TRUCKS AND POLICE - ADMINISTRATOR WENDELBORN
☐ FACE PAINTING	TRUSTEE KOHN - KEWAUSKUM HS STUDENTS WILL BE ABLE TO PROVIDE 4-6 STUDENTS FOR COMMUNITY SERVICE HOURS

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

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

SUPPLIES NEEDED FOR EVENT:

☐ PAINT BRUSHES
☐ PAPER BOWLS
☐ PLASTIC TABLE CLOTHS
☐ BENCH CLIPS TO HOLD TABLE CLOTHS
☐ WIPES
☐ KIDS TATTOO STATION

NOTES

VOLUNTEERS NEEDED ~~COSTUME CONTEST?~~ PARKING POP UP TENTS

CREATE LAYOUT OF DOC WEBER PARK AND MAP OUT WHAT WILL BE SETUP WHERE

Updated September 3, 2025



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

PARADE

- ☐ CONTACT SCHOOLS FOR MARCHING BANDS
- ☐ DISTRIBUTE GOOGLE DOC AND PUBLISH TO FB
- ☐ DISTRIBUTE TO LOCAL BUSINESSES FOR PARADE SIGN UP
- ☐ PARADE ENTRIES

SOCIAL GATHERING @ FALKNER PARK

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

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

- ☐ HOT COCOA
- ☐ TREATS LEFTOVER FROM CHILDRENS EVENT
- ☐ SANTA STEVE - APPROX \$100.00
- ☒ 6 FT TREE - \$325.00, PLANTED 8/12/25

ASSIGNED TO:

CLERK LOVELAND & DEPUTY CLERK WELLMAN

A VILLAGE RESIDENT REACHED OUT AND MAY BE
INTERESTED IN DOING THE CHILDRENS CRAFT

ASSIGNED TO:

ADMINISTRATOR WENDELBORN

CLERK LOVELAND & DEPUTY CLERK WELLMAN - THIS WAS UPLOADED
TO FB & WEBPAGE - ADD CASH PRIZE INFO TO FLYERS

1 ENTRY AS OF 8/7/25 MEETING

ASSIGNED TO:

ADMINISTRATOR WENDELBORN - COST?

ADMINISTRATOR WENDELBORN

CLERK LOVELAND TO CONTACT PASTOR SCHASER - PASTOR SAID ST.
JOHNS WOULD BE DELIGHTED TO LEAD CHRISTMAS CAROLS

PRIZE MONEY FOR PARADE FLOAT WINNER

- ☐ SEND OUT SPONSOR LETTER & POST OF FB
- ☐
- ☐
- ☐

NOTES

JUDGES - 3 TO 5 PEOPLE, POSSIBLY SPONSORS OF THE PARADE, ST. JOHNS PRINCIPAL, RIVEREDGE
GMAIL ACCOUNT SET UP ON JUNE 6TH FOR GOOGLE FORM TO BE CREATED TO SIGN UP FOR
PARADE PARTICIPATION