



MINUTES
Village of Newburg
Community Events Committee
Thursday, October 9, 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, October 9, 2025, at 5:30 p.m. at Village Hall, 620 W. Main St.

I. Call to order and roll call.

- Trustee Brooke Stangel, Chairperson
- **VACANT**, Co-Chair
- Trustee Jane Probelski
- President David DeLuka

- Clerk Brandy Loveland Seelow
- Deputy Clerk Heather Wellman
- Trustee Kevin Kohn
- Administrator Nate Wendelborn

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

II. Correction and Approval of minutes from September 11, 2025 (possible action), minutes attached (1)

Minutes were verbally approved by the committee with no corrections.

III. Presentations: None

IV. New Business

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 November 13th, 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 October 2025.

PROJECT NAME : FALL FEST

EVENT DATE : OCTOBER 25TH

		LOCATION OF EVENT: DOC WEBER PARK 6871 HICKORY, NEWBURG, WI	
TIMELINE	Setup Time: Noon FALL FEST : 1:00 PM - 3:00 PM	TRICK OR TREAT: 4:00 PM - 6:00 PM - APPROVED BY BOT JULY 24TH	BONFIRE : 7:00 PM - 10:00 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. EMAIL REMINDER TO RIVEREDGE.	
☒ SIGNAGE - 4X8 YARD SIGN		TRUSTEE STANGEL - APPROX. \$200	
☐ 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 VILLAGE 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. DPW WILL COORDINATE - ADMINISTRATOR WENDELBORN EMAIL REMINDER TO NFD	
☒ FACE PAINTING		TRUSTEE KOHN - KEWAUSKUM HS STUDENTS WILL BE ABLE TO PROVIDE 7 STUDENTS FOR COMMUNITY SERVICE HOURS	
BUDGET: \$1000.00 + 825.17 = \$1,825.17 \$1,825.17 - \$645.05 = \$1,180.12		SUPPLIES NEEDED FOR EVENT:	
☒ BOUNCE HOUSE = \$500.00		☒ PAINT BRUSHES ☐ 6 EXTRA TABLES	
☒ PUMPKINS = \$75.00		☒ PAPER BOWLS ☐ CHAIRS	
☒ TEMP. TATTOOS & FACEPAINT = \$70.05		☒ PLASTIC TABLE CLOTHS ☒ SIGNS	
☒ 4X8 SIGN \$275.00		☐ TAPE TO HOLD TABLE CLOTHS - USE DUCT TAPE	
☒ BROOKE - PHOTOGRAPHER \$125.00		☒ WIPES - CLEANING UP PAINT & FACE PAINTING STATION	
☒ PHOTO OP DECORATIONS - \$150		☒ KIDS TATTOO STATION - WASHCLOTHES & BUCKETS OF WATER	
NOTES			
VOLUNTEERS NEEDED ✓ COSTUME CONTEST? PARKING POP UP TENTS ✓			

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

Updated October 28, 2025



PROJECT NAME : CHRISTMAS IN THE VILLAGE

EVENT DATE : SUNDAY, DECEMBER
7TH, 2025

THEME

SUPERHERO'S CHRISTMAS

TIMELINE

CHILDREN'S 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
- ☐ DECORATIONS FOR TUNNEL & PARK

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

- ☐ HOT COCOA - BRANDY TO MAKE
- ☐ TREATS LEFTOVER FROM CHILDRENS EVENT & COOKIES FROM SPEAKEASY
- ☐ SANTA STEVE - APPROX \$100.00
- ☒ 6 FT TREE - \$325.00, PLANTED 8/12/25
- ☐ BROOKE - PHOTOGRAPHER \$150

NOTES

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

2026 IDEA - HOUSE CHRISTMAS LIGHT CONTEST

ASSIGNED TO:

CLERK LOVELAND & DEPUTY CLERK WELLMAN

A VILLAGE RESIDENT REACHED OUT AND MAY BE INTERESTED IN DOING THE CHILDREN'S CRAFT

ASSIGNED TO:

ADMINISTRATOR WENDELBORN

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

2 ENTRY AS OF 10/7/25 MEETING

ASSIGNED TO:

ADMINISTRATOR WENDELBORN - COST - \$325

ADMINISTRATOR WENDELBORN - IN PROGRESS

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

ADMINISTRATOR WENDELBORN - DPW (AT LEAST 6 ARTIFICIAL TREES & SEVERAL BINS OF LIGHTS DONATED)

PRIZE MONEY FOR PARADE FLOAT WINNER

- ☐ SEND OUT SPONSOR LETTER & POST ON FB
- ☐ DONATIONS OF TREES & LIGHTS, PUT POST ON FB & WEBPAGE
- ☐ PHOTO OP DECORATIONS - \$150

Updated October 28, 2025