



**MINUTES**  
**Village of Newburg**  
**Community Events Committee**  
**Thursday, November 13, 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 | - Clerk Brandy Loveland Seelow  |
| - <b>VACANT</b> , Co-Chair            | - Deputy Clerk Heather Wellman  |
| - Trustee Jane Probelski              | - Trustee Kevin Kohn            |
| - President David DeLuka              | - Administrator Nate Wendelborn |

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

- II. Correction and Approval of minutes from October 9, 2025 (possible action), minutes attached (1)  
Minutes were verbally approved by the committee with no corrections.

III. Presentations: None

IV. New Business

- a. Discussion and possible action on Community Events Committee needs.  
b.

It was discussed if the committee was needed any further since it has not drawn any community member involvement as it was initially designed to do. There were a handful of people at the beginning but now we are back to Trustees and Village staff. It was determined to keep the committee together at this time.

V. Events

- a. Fall Fest (2) - RECAP

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 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 December 11th, 2025, at 5:30PM

Brandy Loveland Seelow  
Clerk / Treasurer

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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 2<sup>nd</sup> 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 6<sup>th</sup> day of November 2025.



# EVENT RECAP

PROJECT NAME : FALL FESTIVAL      EVENT DATE : OCTOBER 25TH

**Setup Time:** Noon      **LOCATION OF EVENT:** DOC WEBER PARK  
6871 HICKORY, NEWBURG, WI

**TIMELINE**  
**FALL FEST :** 1:00 PM - 3:00 PM      **TRICK OR TREAT:** 4:00 PM - 6:00 PM      **BONFIRE :** 7:00 PM - 10:00 PM  
 PM - APPROVED BY BOT JULY 24TH

**ATTENDANCE:** Estimating 200 - Attendance was low this year

**ACTION ITEMS:**      **ASSIGNED TO:**

- PURCHASE BOUNCE HOUSE      **ADMINISTRATOR WENDELBORN**
- PUMPKIN BOWLING - **Discontinuing in 2026**      **ADMIN WENDELBORN SAYS VILLAGE HAS PINS & TRUSTEE PROBELSKI HAS BALL**
- WOOD FOR BONFIRE - **Possibly Discontinuing in 2026**      **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 LIKE THEM TO LEAD THIS ACTIVITY - ALINA FROM RIVEREDGE WAS IN ATTENDANCE AND WILL COORDINATE THE PUMPKIN PAINTING STATION. EMAIL REMINDER TO RIVEREDGE.**
- PUMPKIN PAINTING
- 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 - \$1,275.59 = \$549.58

**SUPPLIES NEEDED FOR EVENT:**

- BOUNCE HOUSE = \$500.00 TABLE COVERING = \$13.19       PAINT BRUSHES       6 EXTRA TABLES
- PUMPKINS = \$75.00 EQUIP. RENTAL = \$108.90       PAPER BOWLS       CHAIRS
- TEMP. TATTOOS & FACEPAINT = \$70.05       PLASTIC TABLE CLOTHS       SIGNS
- 4X8 SIGN \$275.00 STATION SIGNAGE - \$26.27       TAPE TO HOLD TABLE CLOTHS- USE DUCT TAPE
- BROOKE - PHOTOGRAPHER \$150.00       WIPES - CLEANING UP PAINT & FACE PAINTING STATION
- PHOTO OP DECORATIONS - \$50.45       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 ✓



PROJECT NAME : CHRISTMAS IN THE VILLAGE

EVENT DATE : SUNDAY, DECEMBER 7<sup>TH</sup>, 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 - **Judged by Santa**
- 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 + \$549.58 = \$2,049.58  
 \$2, 49.58 - \$1,528.65 = \$520.93

- HOT COCOA - BRANDY TO MAKE
- TREATS LEFTOVER FROM CHILDRENS EVENT & COOKIES FROM SPEAKEASY
- SANTA STEVE - APPROX \$100.00
- 6 FT TREE - \$350.00, 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 6<sup>TH</sup> FOR GOOGLE FORM TO BE CREATED TO SIGN UP FOR  
 PARADE PARTICIPATION

2026 IDEA - HOUSE CHRISTMAS LIGHT CONTEST

ASSIGNED TO:

CLERK LOVELAND

CHRISTMAS CARDS FOR FAMILY AND ASSISTED LIVING FACILITY

RIVEREDGE

ASSIGNED TO:

~~ADMINISTRATOR WENDELBORN~~

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

4 ENTRIES AS OF 11/6/25 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 - \$600

SEND OUT SPONSOR LETTER & POST ON FB

WALKWAY & TUNNEL DECORATIONS - \$78.65

DONATIONS OF TREES & LIGHTS, PUT POST ON FB & WEBPAGE

PHOTO OP/FLOAT DECORATIONS - \$250

Updated November 27, 2025