



**AGENDA**  
**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*
  - **VACANT**, Co-Chair
  - *Trustee Jane Probelski*
  - *President David DeLuka*
  - *Clerk Brandy Loveland Seelow*
  - *Deputy Clerk Heather Wellman*
  - *Trustee Kevin Kohn*
  - *Administrator Nate Wendelborn*
- II. Correction and Approval of minutes from October 9, 2025 (possible action), minutes attached (1)
- III. Presentations: None
- IV. New Business
  - a. Discussion and possible action on Community Events Committee needs
- 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.
  - 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.

**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.



**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 | - 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, 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)

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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.

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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

	<b>Setup Time:</b> Noon	<b>LOCATION OF EVENT: DOC WEBER PARK</b> 6871 HICKORY, NEWBURG, WI	
<b>TIMELINE</b>	<b>FALL FEST : 1:00 PM - 3:00 PM</b>	<b>TRICK OR TREAT: 4:00 PM - 6:00 PM - APPROVED BY BOT JULY 24TH</b>	<b>BONFIRE : 7:00 PM - 10:00 PM</b>
<b>ATTENDANCE:</b>	<b>Estimating 200</b>		

**ACTION ITEMS:** \_\_\_\_\_ **ASSIGNED TO:** \_\_\_\_\_

- PURCHASE BOUNCE HOUSE
- PUMPKIN BOWLING
- WOOD FOR BONFIRE

**ADMINISTRATOR WENDELBORN**  
**ADMIN WENDELBORN SAYS VILLAGE HAS PINS & TRUSTEE PROBELSKI HAS BALL**  
**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
- PUMPKINS = \$75.00
- TEMP. TATTOOS & FACEPAINT = \$70.05
- 4X8 SIGN \$275.00
- BROOKE - PHOTOGRAPHER \$125.00
- PHOTO OP DECORATIONS - \$150

- PAINT BRUSHES  6 EXTRA TABLES
- PAPER BOWLS  CHAIRS
- PLASTIC TABLE CLOTHS  SIGNS
- TAPE TO HOLD TABLE CLOTHS - USE DUCT TAPE
- WIPES - CLEANING UP PAINT & FACE PAINTING STATION
- 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  
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
- CRAFT
- ACTIVITY

**ASSIGNED TO:**

**CLERK LOVELAND & DEPUTY CLERK WELLMAN**

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

**PARADE**

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

**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

**SOCIAL GATHERING @ FALKNER PARK**

- 7 FT TREE
- ELECTRICITY AT FALKNER PARK
- ST. JOHN'S CAROLERS
- DECORATIONS FOR TUNNEL & PARK

**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)

**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

**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

**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

Updated October 28, 2025



# RECAP

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**ATTENDANCE: Estimating 200**

**ACTION ITEMS:**

**ASSIGNED TO:**

- PURCHASE BOUNCE HOUSE
- PUMPKIN BOWLING
- WOOD FOR BONFIRE

**ADMINISTRATOR WENDELBORN**  
**ADMIN WENDELBORN** SAYS VILLAGE HAS PINS & **TRUSTEE PROBELSKI** HAS BALL  
**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

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- CARICATURES

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**TRUSTEE STANGEL** - \$190 - \$230 PER HOUR

- FOOD TRUCKS

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- CRAFT SHOW / FARMERS MARKET

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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
- PUMPKINS = \$75.00
- TEMP. TATTOOS & FACEPAINT = \$70.05
- 4X8 SIGN \$275.00
- BROOKE - PHOTOGRAPHER \$125.00
- PHOTO OP DECORATIONS - \$150

- PAINT BRUSHES       6 EXTRA TABLES
- PAPER BOWLS       CHAIRS
- PLASTIC TABLE CLOTHS       SIGNS
- TAPE TO HOLD TABLE CLOTHS - USE DUCT TAPE
- WIPES - CLEANING UP PAINT & FACE PAINTING STATION
- 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 ✓

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



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
- CRAFT
- ACTIVITY

**PARADE**

- CONTACT SCHOOLS FOR MARCHING BANDS
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**SOCIAL GATHERING @ FALKNER PARK**

- 7 FT TREE
- ELECTRICITY AT FALKNER PARK
- ST. JOHN'S CAROLERS      **CLERK LOVELAND** TO CONTACT PASTOR SCHASER - PASTOR SAID ST. JOHN'S WOULD BE DELIGHTED TO LEAD CHRISTMAS CAROLS
- 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

**ASSIGNED TO:**

**CLERK LOVELAND**

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CHRISTMAS CARDS FOR FAMILY AND ASSISTED LIVING FACILITY

**ASSIGNED TO:**

**ADMINISTRATOR WENDELBORN**

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

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4 ENTRIES AS OF 11/6/25 MEETING

**ASSIGNED TO:**

**ADMINISTRATOR WENDELBORN** - COST - \$325

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**ADMINISTRATOR WENDELBORN** - IN PROGRESS

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**ADMINISTRATOR WENDELBORN** TO CONTACT PASTOR SCHASER - PASTOR SAID ST. JOHN'S WOULD BE DELIGHTED TO LEAD CHRISTMAS CAROLS

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**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