



**City of Milner Downtown Development Authority**  
**Wednesday, September 25th, 2024 | 5:00pm**  
Location: Milner Community Library

**MEMBERS PRESENT:**

Tracey Alford, Jill Brazier, Bob Hurd, Jessica Johnson,  
Wade Loggins, Rebekah Stephens, Danny Turner

**MEMBERS ABSENT:**

None

**CITY OFFICIALS/STAF/GUESTS PRESENT:**

Library Manager, Kerry Huckaby

**I. CALL TO ORDER**

Call to Order at 5:05pm

**II. ESTABLISH THE BOARD**

**Motion made and carried to appoint the following positions:**

Chair: Bob Hurd

Co-Chair: Tracey Alford

Treasurer: Jessica Johnson

Secretary: Rebekah Stephens

Acting Secretary: Jill Brazier

**III. NEW BUSINESS**

A. T. Alford advised of a grant available from Norfolk Southern that has a quickly approaching deadline of Oct 1st. J. Brazier is going to look into this to see if it's something we can quickly organize and pursue.

B. Motion made to establish new DDA Facebook page titled "Meet Me in Milner" before we pursue marketing our newly formed DDA and first event. Motion Carried.

**III. PLANNING OF FALL/HALLOWEEN**

**A. Date: Thursday, Oct. 31st, 2024**

**B. Time: 6:00-9:00pm**

**C. Location: Milner City Park**

**D. Open discussion:**

**1. Budget for Fall-O-Ween Event:**

Cotton Candy Vendor:	\$300
Event Insurance:	\$250
Fire Truck:	\$0
Police/Security:	\$500
Porta Potty Rental:	\$375
Print Services:	\$525
Event Photography:	\$250
<u>City Power Fee:</u>	<u>\$25</u>
Total:	\$2,225

### III. PLANNING OF FALL/HALLOWEEN CONT'D

2. Discussed need for an email to go out to all participants 72 hours before event with detailed instructions and notes for event.
3. Discussed the contest for the best trunks. There will be on-site voting for kids, titled the "Kid's Choice Award," and online voting through our "Meet Me in Milner" Facebook page for the 1st, 2nd, and 3rd place trunk winners.
4. Opted to eliminate inflatables from our event due to city guidelines and additional cost of event insurance. Instead, we will have lawn games for kids. J. Brazier will plan these. Looking for volunteers to assist in coordinating the games.
5. DDA will set-up table that will serve as check-in for those hosting trunks, voting station for "Kids Choice" award, and will also include a "suggestion box."
6. Opted to have a professional photographer for the event to enhance our marketing and social media presence. We're also looking at setting-up a photo backdrop for parents to snap quick pictures with their cell phones.

### IV. OPEN DISCUSSION

- A. Acknowledged a need to establish structure and organization within our newly formed DDA. After planning and executing first event, Trunk-or-Treat, we will dedicate our November and December meetings to reviewing and revising documents such as suggested by-laws, city park use agreement, etc.
- B. Will use next to meetings to discuss and plan 2025 calendar and events.
- C. Recognized a need to create a detailed master list, to include contact info, of all businesses located in Milner

ADJOURN: 6:50PM