



**CITY OF DENISON  
CDBG STEERING COMMITTEE MEETING  
AGENDA  
Monday, March 9, 2026**

After determining that a quorum is present, the Community Development Block Grant Steering Committee of the City of Denison, Texas will convene in a Regular Meeting on **Monday, March 9, 2026, at 12:00 PM** in the Council Chambers at City Hall, 300 W. Main Street, Denison, Texas, at which the following items will be considered:

**1. CALL TO ORDER**

**2. PUBLIC COMMENTS**

Citizens may speak on action items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the Committee Secretary upon arrival, prior to the Committee reaching the Public Comment section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Hold a discussion and take action on the selection of a Chair and Vice Chair, each to serve a two-year term.
- B. Receive a report, hold a discussion, and take action on approving the Minutes from the meeting held on December 8, 2025.

**4. PROJECT UPDATES**

- A. Receive a report and hold a discussion on the CDBG Program Financial Update.
- B. Receive a report and hold a discussion on completed and pending projects for the current program year.

**5. ADJOURNMENT**

**CERTIFICATION**

I do hereby certify that a copy of this Notice of Meeting was posted on the front window of City Hall readily accessible to the general public at all times, and posted on the City of Denison website on the 3<sup>rd</sup> day of March 2026.

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Karen L. Avery, Deputy City Clerk

In compliance with the Americans with Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk’s Office at 903-465-2720, Ext: 2437.



**CITY OF DENISON  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
STEERING COMMITTEE MEETING  
MINUTES  
Monday, December 8, 2025**

**1. CALL TO ORDER**

Chair Dorothy Wilson called the meeting to order at 12:03 pm.

Committee Members present were Chair Dorothy Wilson, Vice Chair Donna Evans, and Committee Members Nathan Petrie, Stephanie Phillips, and Rodney Wilson.

Staff present were Mary Tate, Director of Development Services; and Jodie Cassell, Neighborhood Services Administrative Assistant.

**2. PUBLIC COMMENTS**

No comment cards were provided; therefore, public comments were not received.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the meeting held on June 16, 2025.

Committee Action

On motion by Committee Member Petrie, seconded by Vice Chair Evans, the Community Development Block Grant Steering Committee moved to approve the Minutes from the meeting held on June 16, 2025.

**4. PUBLIC HEARINGS**

- A. Receive a report, hold a discussion, conduct a public hearing, and make a recommendation on the 2024-2025 Draft CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

Committee Action

Mary Tate, Director of Development Services, presented the Consolidated Annual Performance and Evaluation Report, which summarizes CDBG activities and expenditures for the past program year. Ms. Tate stated that the report outlines how funds were allocated, including program activities and administrative costs, as reflected in the spreadsheet provided to the Committee. A second document detailed the use of CDBG funding during the most recent program year. Approximately \$32,000 was expended on the Emergency Rehabilitation Program, including funds carried over from a prior year. An additional \$24,500 was applied toward Code Compliance salaries to help supplement staffing costs for three Code Compliance Officers and one manager. Funds were also used for administrative expenses; however, a balance remains to be carried forward, pending payment of one outstanding invoice. After final updates, it is anticipated that additional funds will roll over into the next program year. Ms. Tate also reported utilizing remaining COVID-related funds from the 2020 program year, as required, as well as funds associated with the Section 108 loan. Total expenditures for the past year were \$319,705, with approximately \$14,000 designated to roll over for administrative purposes. The City has not yet received its allocation for the current program year; this will be addressed later in the meeting. It was noted that one year remains on the Section 108 loan, which is scheduled to be paid off in the upcoming year. During the reporting period, twenty three (23) applications were received, and ten (10) rehabilitation projects were completed, exceeding the initial goal of five projects. Staff leveraged CDBG funds in combination with Minimum Property Standards funding to address rising project costs and ensure completion of repairs. This approach allowed for comprehensive rehabilitation work rather than partial repairs, improving long-term safety and habitability. Ms. Tate highlighted collaboration among team members to successfully coordinate funding sources and complete projects effectively. Ms. Tate concluded the report and responded to questions from the Committee.

Chair Wilson asked if there was anyone present who wished to speak on this agenda item, to which there was none. With that, Chair Wilson closed the public hearing.

On motion by Committee Member Stephanie Phillips, seconded by Committee Member Rodney Wilson, the Community Development Block Grant Steering Committee moved to approve the 2024-2025 Draft CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

**5. PROJECT UPDATES**

A. Program Update

Mary Tate, Director of Development Services, presented this agenda item. Ms. Tate reported that recent changes at the federal level have resulted in atypical delays in HUD funding, including the Community Development Block Grant (CDBG) program. Although the City has been notified of an allocation of \$277,743 for the upcoming

program year, the funds have not yet been received, preventing staff from taking action on submitted applications. Applications were accepted beginning in July and tracked in the order received, consistent with past practice, though funding is typically available by October 1. Despite the delay, staff completed the required Consolidated Plan and Annual Action Plan, which will be implemented as in prior years. It was also noted that approximately \$108,000 from the allocation will be used for the final Section 108 loan payment, leaving limited funds available for new activities. Ms. Tate expressed concern that the fixed nature of HUD allocations and increasing community needs continue to present challenges, as funding amounts are determined by HUD with no opportunity to apply for additional funds.

## 6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:18 p.m.

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DOROTHY WILSON, CHAIR

ATTEST:

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Jodie Cassell, Neighborhood Services  
Administrative Assistant