Town of Argyle Town Manager's Notes December 8, 2025

Mayor and Council,

I am pleased to pass on the following information. All information in Manager's Notes is available to the public and these reports will be archived on the Town website.

Town Hall Rennovations

We are ready to begin the renovation of the Town Hall lobby, with work expected to start this Thursday. The office will remain open for business; however, please conduct meetings virtually whenever possible to minimize disruptions.

During the ramp demolition, staff will need to exit through the staff door and re-enter through the Community Room doors to access the kitchen. Temporary steps will be installed after the demolition and will remain in place until the new ramp is constructed. Please see the anticipated Town Hall Lobby Renovation Schedule:

December 11–12: Ramp demolition
December 16–17: Floor demolition
December 17–19: Ramp installation
December 22–23: Flooring installation

Human Resources

As you know, we are only as strong as our staff team. I greatly appreciate the work of our team and I have added a monthly "thank you" email to staff to the regular routine. I highlighted Mary Kay Butler for her work with a citizen recently who simply raved about her kindness and to Adam Smith for his proactive approach to policing and attention to detail. His actions helped another agency make an important step in a recent case. Also, for this Xmas season, our Employee Advisory Committee has a Xmas staff event planned and all staff have received a $30 credit in our online Argyle merchandise store.

Here is a recap of hiring and recruiting:

Starting Soon

Intern, UNT MPA student starts the week of December 8, will report to Harrison Wicks

Crew Leader in Public Works, offer extended and accepted, waiting on background check results

Now Accepting Applications

Equipment Operator in Public Works, 2 openings, no qualified applicants at this time, additional advertising planned

Principal Planner in Community Development

Advertising Soon

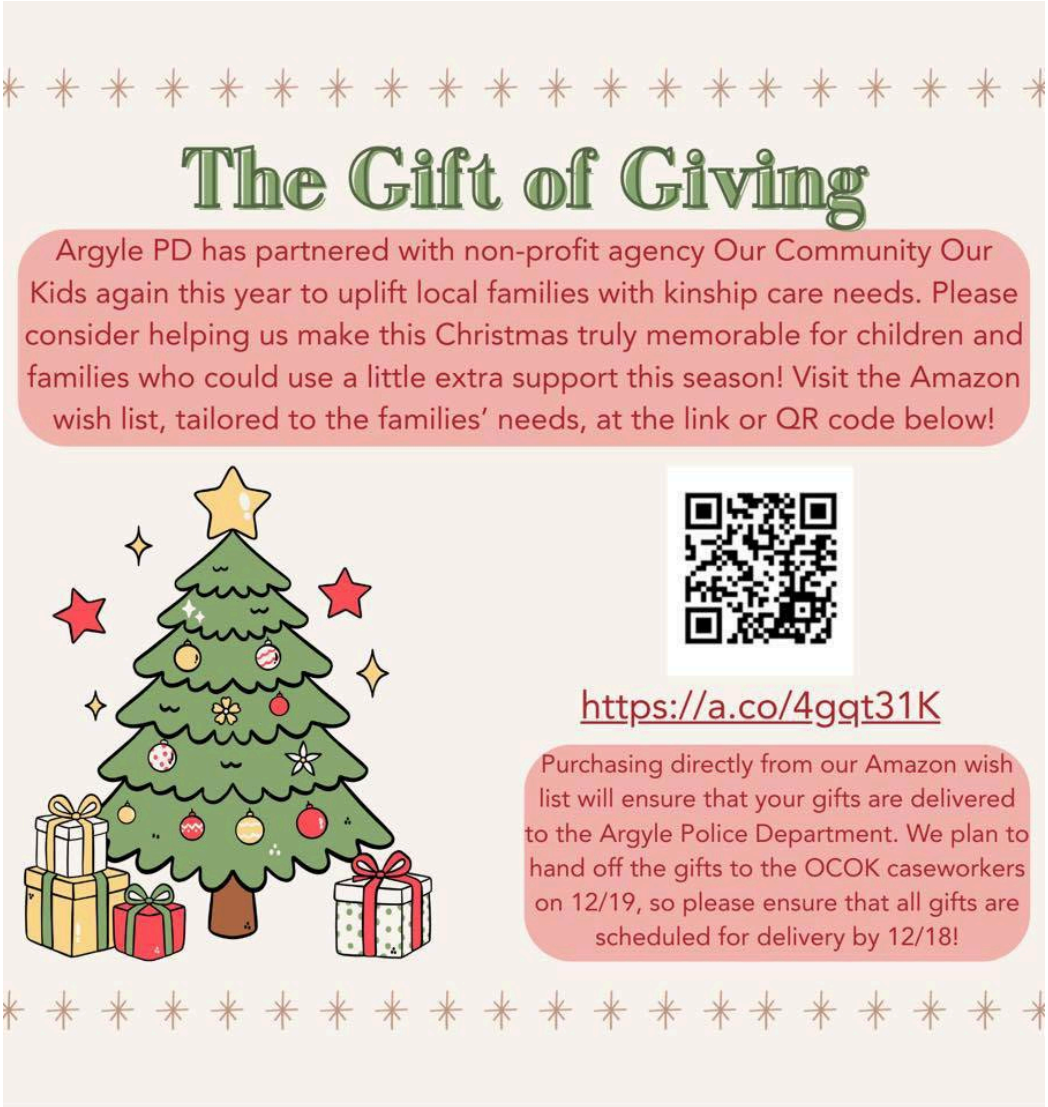
Executive Assistant to the Town Manager, job description created, posting pending

Code Enforcement Officer/Construction Inspector (Entry-Level), job description created, posting pending

Replacement Civilian Position, PD, job description being revised

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Student Police Academy	Students in our UNT class are given the opportunity to learn about and experience the policing profession.	This week students were put through simulated call scenarios where they were able to experience what it is like to answer "routine" calls and learn how unpredictable they can be.
Departure of Anna Walker	Anna Walker has served as our property and evidence technician.	Anna's last day is this Friday December 5.
10,000 Followers	The Argyle Police Department Facebook page has seen steady growth in followers.	The page now has over 10,000 followers, allowing us to keep more citizens informed of traffic updates, crime alerts, and general safety information.
Christmas Outreach	Each year the Department adopts several families with children in Kinship Care through Child Protective Services	This year we have started with four (4) families and hope to add more. The link to the Amazon wish list for these families can be found in a post pinned to the top of the APD Facebook page.



Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Staffing	Principal Planner	The position of Principal Planner was posted on **Monday, December 1st** on the Town, TML and APA websites. With the holidays, we expect application submittals will be slow. We hope to begin interviews after the new year in early January 2026.
Internship Program	Start date	A new intern will begin work at the Town beginning **the week of December 8th**. Her name is Annalisa Stoll and she is a graduate student at UNT in the Master of Public Administration (MPA) program, specializing in local government management. We look forward to her starting and getting settled in!
Argyle Landing	Specific Use Permit – Temporary Concrete Batch Plant	During their meeting on **Wednesday, December 3rd,** the P&Z Commission recommended denial of the temporary concrete batch plant in the Argyle Landing Planned Development. This item will be considered during the Town Council meeting on Monday, December 15th. Town staff has received a total of 68 letters of opposition at the time of writing this report.
AISD Middle School	Specific Use Permit – Sports Court (Lighted) Use	Town staff met with AISD, MUSCO lighting, Council, and PZ Commission representatives on **Friday, December 5th**, on site at the Middle School located at 750 FM 407 W, to discuss the football lighting. MUSCO rep Chris Johnson confirmed the lights will comply with Town development standards, except for the uplighting which they will request a variance. The SUP item and public hearing will be presented to the P&Z Commission during their next meeting on Wednesday, January 7th.
Argyle Party and Gift	MDD Economic Incentive Grant	Argyle Party and Gift is in the final stages of renovations to their new location at 702 US Hwy 377 N, in the yellow railroad foreman house. They hope to have the electrical and plumbing work finished early next week and a final inspection can be completed the following day. No official opening date has been set yet.
Marsden Tract Demolition and building relocation	Train Depot	Town staff reached out to the following companies in order to receive a bid on the relocation of the train depot building to a parcel on Front Street owned by the Town: 1. **Hitchcock House Movers**, 398 Hitchcock Ln, Argyle, TX 76226 2. **McMillian House Movers**, 3020 I-35E, Lancaster, TX 75134 3. **Denton County Housemovers**, 1927 Vinsonville, Denton, TX 76208 Work is ongoing with these entities to receive a final bid.

Municipal Services Updates

Project Name	Project Brief Description	Weekly Update / Status / Next Steps
Access Control System Recovery	Coordination with Public Works and MCA to restore electronic access hardware.	Coordinated with Public Works and MCA following a power surge that damaged electrified hardware and access control boards. Verified system functionality and ensured the building remained secure and accessible for staff and visitors.
Disaster Recovery Trio – RFP Release	Procurement preparation, publication, and compliance tasks.	Finalized the Disaster Recovery Trio RFP, submitted the required newspaper advertisement, updated the Town website, and officially opened the solicitation on November 28. Ensured statutory notifications and procurement procedures were followed precisely.
AP Process Cross-Training	Financial processing continuity and systems configuration.	Cross-trained with the Town Treasurer on AP workflows. Ensured all macros and Python automation tools were installed correctly and functioning to support efficient and resilient financial operations.
Courts Shared Inbox Modernization	Enhancing transparency and customer service.	Worked with Court staff and Fulcrum to design and deploy a shared inbox system, improving visibility of staff correspondence and ensuring a more coordinated customer service experience.
Court Paper-Lite Project	Restarting digital document modernization.	Re-initiated the Paper-Lite project by reviewing prior work, identifying gaps, and preparing the next implementation phase to support a more efficient and secure digital workflow.

Public Works Progress

Project Name	***Project brief Description***	***Weekly Update/Status/Next Steps***
Shell Station Sewer Line	To provide adequate sanitary sewer service to the commercial facilities.	Most of the line is installed along Frenchtown Rd. Crews have crossed the road and are moving up the Shell station's rear drive. Weather permitting, installation will finish next week and paving repairs can start.
658 Johns Well Ct	A cavity was identified in the roadway that had been accumulating rainwater, potentially leading to further issues.	PW staff uncovered a large void draining into the roadside ditch. It was filled with cement and the surface was patched with asphalt.
Town Hall – Electrical Issues	Multiple electrical issues were discovered throughout the lobby area on Tuesday morning, including several lights not working, inoperative outlets, and a malfunctioning magnetic door lock (not related to the above security issue).	The electrician identified the source of the problem as an electrical box located in the attic at the rear of the building. A faulty connection had resulted in a burned wire, which in turn caused the breaker to trip. The damaged section was cut out and the wiring was replaced.
Unity Park – Irrigation	Winterizing irrigation system	The irrigation system at Unity Park was winterized to minimize damage to the system throughout the winter months.
Multi-Site Ditch Maintenance Project	Repairs will be made to drainage ditches at three locations where improper flow has been identified.	Town Council approved Resolution 2025-62 awarding HD Cook's Rock Solid the contract. Contract documents are being processed.

Marketing and Communications

BrandEra moved the Quarterly Newsletter to copy editing. The document covers recent "Good News" in several functional areas as well as a high level overview of growth and budget topics.

BrandEra provided background information on notable Argyle resident Pam Minnick and recommended some content ideas for future social media.

BrandEra shot video at Earl & Isabella's Taverna of the Emily Holt teaching girls in the National Charity League how to decorate and create unique designs on seasonal sugar cookies.

BrandEra coordinated with Town Council to capture video and photos at the Argyle Tree Lighting with Santa Claus, with Well Community Church pastor and with community members.

BrandEra organized, supplied and manned the Town's activation on the lawn at Well Community Church including two decorated tables, coloring pages/craft activity and distributed treats including candy canes and customized cookies from Argyle Baking Company/Argyle Party & Gifts.

BrandEra is also in production on the Strategic Marketing Plan to provide a comprehensive approach to promote the community.