

**Martinsville Board of Works and Safety
Meeting Agenda
Monday, August 24, 2026
6:30 PM - City Hall, Council Chambers**

THE CITY OF
Martinsville
INDIANA



Call to Order

Roll Call

Consideration of the Minutes

Consideration of Claims

Consideration of Sewer Adjustment Applications

New Business

- A. Street Closure Request - Bobby Helms Jingle Bell Rock Christmas Music Spectacular

Next Regular Meeting

- A. The next regular meeting will be on Monday, September 14, 2026, beginning at 6:30 PM in the Council Chambers (Room 202), City Hall, 59 S. Jefferson St., Martinsville, Indiana.

Adjournment

Any individuals who requires aid or service for effective communication, or a modification of policies or procedures to participate in a public meeting, program, service, or activity of the City of Martinsville, IN, contact Ben Meridia, ADA Coordinator, 56 North Main Street, Martinsville, IN, 46151, 765-342-6012, as soon as possible, but no later than 48 hours before the scheduled event.

Special Event / Street Closing Application

Note:

It will be the responsibility of the organization to provide personnel at **every** blocked intersection to ensure that no vehicles enter or cross the designated route during the time of the closure. It will be the responsibility of the event organizer to notify all residents and businesses in the affected area of the closures. Failure to do so may result in future requests being declined.

This form must be submitted not less than 45 days in advance of the event.

Terms & Conditions

1. Applications must be received not less than forty-five (45) days in advance of the event date to allow time for processing and presentation to the Board of Works for consideration.
2. The organization shall be responsible for providing:
 - a. A representative to be present at the Board of Works meeting when the application is presented for consideration
 - b. Someone at every blocked intersection to provide traffic control.
 - c. Any stages; reviewing stands; chairs; sound projection equipment; podiums; flags; decorations; portable restrooms; etc. - should any of these be required.
3. The city will have barricades placed near the intersections.
 - a. It will be the organization's responsibility to set the barricades to block the intersection not more than one hour in advance of the event start time.
 - b. Barricades are to be pulled by the organization and returned to the curbs as soon as the last runner/unit passes the intersection.
4. The organization will be responsible for notifying all residents/businesses along the route not less than forty-eight (48) hours in advance of the event.
5. When "No Parking" is required, the city will have no parking signs posted not less than three days in advance of the event.
 - a. The city will be responsible for removing the no parking signs.
 - b. Failure to comply with these Terms and Conditions may result in future requests being declined.

Name of Event	Bobby Helms Jingle Bell Rock Christmas Music Spectacular & Christmas Tree Lighting Ceremony
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Sponsoring Organization	City of Martinsville & The JBR Committee
Organizer's Address	290 N. Jefferson St
City	Martinsville
State	Indiana
Zip Code	46151
Dates and Times of Event	12/6/2026 1:00 PM - 12/6/2026 6:00 PM
Location of Event / Route	The Venue, 183 N. Jefferson Street, Martinsville, Indiana plus on Pike Street from Sycamore to Main, Morgan Street from Sycamore to Morgan, plus Jefferson Street from Pike to Washington Street.
Primary Contact Person	Rob Helms
Telephone	317-965-8201
Email Address	rhelms@rdproductionsllc.com
Confirm Email	rhelms@rdproductionsllc.com
Secondary Contact Person	Bethaney Latham
Telephone	317-408-0455
Email Address	blatham@rdproductionsllc.com
Confirm Email	blatham@rdproductionsllc.com
Event Description	Bobby Helms Jingle Bell Rock Christmas Music Spectacular & Christmas Tree Lighting Ceremony will have live entertainment over 200 performers, Skating rink, bounce houses & slides, trackless train, carriage rides, food & alcohol vendors, Whoville Characters, Mr. & Mrs. Claus, Photo Bus, Christmas tree lighting at 6pm
City Services Requested	Furnish Porta Pots, Clean up

Streets to Be Closed:

Street Name	Morgan St
Between (Street Name)	Sycamore St. and Main St.
Street Name	Jefferson St
Between (Street Name)	Washington St. and Pike St.
Street Name	Pike St.
Between (Street Name)	Sycamore and Main St.
Time of Closure	8:00 AM - 9:00 PM
Additional Information	We need to Close Pike Street between Sycamore & Main St. on Saturday morning December 5, 2026 at 8am because we are putting the Santa Claus Barn on Pike St. and it will be delivered early Saturday morning and will be picked up on Monday morning December 7, We will also need to close Jefferson Street from Pike to Morgan on Saturday. Then on Sunday morning at 8am we will need to close Morgan from Sycamore to Main Street and Jefferson St. from Washington to Pike St.
Electronic Signature	On behalf of the applying organization, I have read the terms and conditions and by submitting this application, I and the organization accept and agree to the terms and conditions as stated.

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this street closure request.

Kenneth Costin, Mayor

Date

Kelly M. Bray, Member

Date

John Lillywhite, Member

Date
