

CITY HALL  
215 S. MARTIN LUTHER KING JR. BLVD.,  
SUITE 400  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9251  
FAX 574/235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

November 12, 2025

Mr. Kevin J. Kenney  
K&R Tree Service LLC  
1724 S. Grant St.  
South Bend, IN 46613  
[treecutterkev@yahoo.com](mailto:treecutterkev@yahoo.com)

RE: Project Completion Affidavit – 2025 Tree Planting – Project No. 125-011

Dear Mr. Kenney:

At its November 12, 2025 meeting, the Board of Public Works approved the Project Completion Affidavit for this project in the amount of \$52,710.

A copy of the Project Completion Affidavit is enclosed for your records.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

Enclosures  
HH



CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS  
PROJECT COMPLETION AFFIDAVIT

PROJECT NAME 2025 Tree planting  
PROJECT NO 125-011 FINAL COST \$52,710.00  
CONTRACT SIGNED 2 / 11 /20 25 MAINTENANCE BOND ENDS 2 / 11 /20 26  
PROJECT DESCRIPTION 2025 Tree planting

WITNESSETH:

The work under the above contract between the City of South Bend and the undersigned contractor having been completed, the City of South Bend, its officials and agents are hereby released from all claims and demands whatsoever arising under or by such contract, and that the contractor performed the work within the scope of the Specifications and Standards of the City of South Bend which were a part of the above Contract.

Executed this 17<sup>th</sup> day of September, 2025.

Kevin J. Kenney  
Signature

Kevin J. Kenney  
Printed Name

K&R Tree Service LLC  
Company Name

1724 S. Grant St.  
Company Address

South Bend, Ind 46613  
City, State, Zip

WITNESSESS:

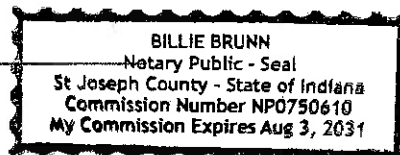
Before me, the undersigned Notary Public in and for said country and state, personally appeared Kevin Kenney.

and acknowledged his/her signature to the above Project Completion Affidavit on the 17 day of September 2025.

Billie Brunn  
Notary Signature

8 / 3 /20 31  
Commission Expiration

Billie Brunn  
Printed Name



St. Joseph  
County of Residence

If the Contractor is a corporation, the following certificate will be executed. I, \_\_\_\_\_, certify that I am

Secretary of the Corporation executing this release; that \_\_\_\_\_ who signed this release on behalf of the

contractor was then \_\_\_\_\_ of said Corporation; that said release was duly signed for and on behalf of said Corporation by Authority of its governing body, and is within the scope of corporate powers:

\_\_\_\_\_  
Secretary's Signature

Printed Name

Corporate Seal

**DEPARTMENT OF PUBLIC WORKS APPROVAL**

This project is acceptable for final approval, and we recommend to the Board of Public Works that it be ordained so.

*Kyle Ludlow*

Date: 10/30/2025

Construction Manager

**CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS**

*Elizabeth A. Maradik*

Elizabeth A. Maradik, President

*Joseph R. Molnar*

Joseph R. Molnar, Vice President

*Gary A. Gilot*

Gary A. Gilot, Member

*Breana Micou*

Breana Micou, Member

*Hillary R. Horvath*

Attest: Hillary R. Horvath, Clerk

Murray L. Miller, Member

Date: November 12, 2025

FINAL WAIVER OF LIEN

Kevin J. Kenney being duly sworn that he/she is the owner  
(Name of Officer) (Title)

of K&R Tree Service LLC having contracted with \_\_\_\_\_  
(Subcontractor/Supplier) (Contractor)

to furnish certain materials and/or labor as follows: Tree Planting  
(Description)

for a project known as Tree Planting 2025  
(Name of Project)

located at Various Locations in City of South Bend  
and owned by City of South Bend  
(Owner)

and does hereby further state on the behalf of the aforementioned subcontractor/supplier:

FINAL WAIVER that the final balance due from the contractor is the sum of

Two Thousand Thirty Five and 59/100 (\$ 2635.50)  
(Amount Written Out)

- ☐ receipt of which is hereby acknowledged; or  
☐ the payment of which has been promised as the sole consideration for this Affidavit and Final Waiver of Lien which shall become effective only upon receipt of such payment.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all liens or claims whatsoever on the above-described property and improvements thereon an account of labor or material or both, furnished by the undersigned thereto, subject to limitations or conditions expressed herein, if any; and further certified that no other party has any claim or right to a lien on account of any work performed or material furnished to the undersigned for said project, and within the scope of this Affidavit and Waiver of Lien.

By Kevin J. Kenney Date Sept 8, 2025  
(Firm) (Authorized Representative)

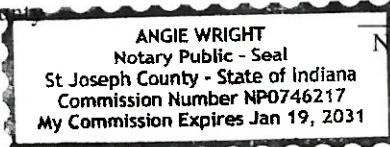
STATE OF IN )  
 ) SS:  
St Joseph COUNTY )

Before me, the undersigned, a Notary Public, in and for said County and State, personally appeared Kevin Kenney and acknowledged the execution of the foregoing Waiver of Lien.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the 8th day of September 20 25.

My Commission Expires: 1/19/2031 Notary Public Signature Angie Wright

Residing in St. Joseph County, Notary Public Name Angie Wright



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REVIEW REQUEST FORM**

Date	10/30/2025		
Name	Kyle Ludlow	Department	Public Works
BPW Date	11/12/2025	Phone Extension	9157

**Review and Approval Required Prior to Submittal to Board**

Diversity Compliance and Inclusion Officer	<input type="checkbox"/>	Officer Name		
BPW Attorney	<input type="checkbox"/>	Attorney Name		
Dept. Attorney	<input type="checkbox"/>	Attorney Name		
Purchasing	<input type="checkbox"/>			

**Check the Appropriate Item Type – Required for All Submissions**

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input checked="" type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No.	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease. /Encroach

**Required Information**

Company or Vendor Name	K & R Tree Service LLC		
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing		
	<input checked="" type="checkbox"/> No		
MBE/WBE Contractor	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Completed E-Verify Form Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	2025 Tree Planting		
Project Number	125-011		
Funding Source	Motor Vehicle Highway		
Account No.	PR-00038782 PO-0036921		
Amount	\$52,710.00		
Terms of Contract			
Purpose/Description	Project Closeout		

**For Change Orders Only**

Amount of	<input type="checkbox"/>	Increase	\$	
		Decrease	(\$ )	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	( %)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	( %)	
Time Extension Amount:				
New Completion Date:				