Forestry Contact References

07/18/2025 8:57 am EDT

Status of stump removal	• Kyle
Status of new tree planting	• Mike Johnson, Todd Gwilt • CC: Chad
Requesting new tree planting, question about planting mark or location, species, when, status of existing planting request, etc.	• Mike Johnson, Todd Gwilt • CC Chad
Status of work order (removal/pruning, etc) NOT PLANTING	• Look up w/o, send to respective arborist • CC: Chad
Approval as NRP or checking status of application	• Jon Hillman (if not already copied) • If the email is asking for a status update, forward the message to Jon even if he is already copied
Message mentioning a tree that was planted "recently" (this past year, this planting season, etc.)	• Mike Johnson, Todd Gwilt • CC: Chad
Damage claim (will come from CRPD customer service)	• Max will investigate and respond • If Max is off that day, respond to advise that he will review when he returns (CC Max)
Question about a memorial tree	• Chad
New permit application or checking status	• Private homeowner: Assign to respective Regional Arborist • Columbia Gas: Russ • DPS: Zach • DPU/CWP: Tom • AEP: Kyle
Private contractor asking for a tree root inspection during/prior to excavation	• Look up address, refer to appropriate Regional Arborist, ask the Arborist to contact as soon as possible
Outside agency trying to verify employment of a CRPD or Forestry employee	• Refer to recparkshr2@columbus.gov (there is **no** other route for employee verification)
Email from Code Enforcement	• If they are trying to verify ownership of the tree: check Public Tree Inventory map or consult with GIS • If they are referring over a case that is actually a public tree: usually there is already a 311 request that will get reassinged to Forestry within a day or two • If the request sounds like an emergency, create a new storm request and immediately notify the appropriate Regional Arborist and/or Chad
Plan Review	• If Jonathan Hillman is not already CC'd, forward and keep the email as new and put in the Plan Review subfolder • If he was CC'd, put in the Plan Review/NRP subfolder
Compliment/Kudos for Forestry	• Find the work order in Lucity (using address provided), use the Tasks tab to see which crew completed the work, forward the email to RH, CH, all arborists, JB, DB with the list and the kudos • Print the kudos, write the names of the crew members, leave on supervisor's desk