



CITY OF
FORESTPARK

**CITY OF FOREST PARK
CITY COUNCIL SPECIAL CALLED MEETING**

Friday, March 6, 2026, at 1:00 PM
Forest Park City Hall | Council Chambers
745 Forest Parkway, Forest Park, GA 30297

The Honorable Mayor Gwen W. Ellison
The Honorable Kimberly James The Honorable Delores A. Gunn
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears
Latosha Clemons, Interim City Manager
Shalonda Brown, Interim City Clerk
Danielle Matricardi, City Attorney

MINUTES

VIRTUAL MEETING NOTICE

Council Meetings will be live-streamed and available on [Forest Park's YouTube Channel](#)

- I. CALL TO ORDER/WELCOME** - The meeting was called to order by Mayor Ellison at 1:00 PM.
- II. ROLL CALL - CITY CLERK** - Mayor Gwendolyn Ellison, Councilmember Kimberly James, Councilmember Delores Gunn, Councilmember Hector Gutierrez, Councilmember Latresa Akins-Wells, Councilmember Allan Mears
- III. ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS** - Councilmember James made a motion to adopt the agenda, seconded by Councilmember Gunn. The vote was unanimously approved.
- IV. EXECUTIVE SESSION** - Councilmember Gunn motioned to enter executive session to discuss personnel, litigation, and real estate, seconded by Councilmember James. The vote was unanimously approved. The Mayor and Council entered executive session at 1:00 pm.

Councilmember James made a motion to exit the executive session and reconvene the special-called meeting at 2:27 pm, seconded by Councilmember Akins-Wells. The vote was unanimously approved.

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate) OCGA is §50-14-1 (A) (2)

Councilmember Akins-Wells stated that she would like the Council to address the comments from the citizens after the public comments section. The Council discussed this further.

Councilmember James stated that Mrs. Holiday mentioned, based on her years of experience, that the city must build on the records that it currently has because there may be instances where someone requests information that the city does not have, which may cause a delay. She stated that she is happy Mrs. Holiday is coming on board so that the process can be improved.

Councilmember Akins-Wells stated that communication is key and that open records requests should not be ignored, whether the information is available or not. She stated that before the deadline, there should be some type of response provided.

Attorney Matricardi explained that there is supposed to be a response within the first three business days. She stated that the response should include a description of the records, an estimate of the cost, and an estimate of how long it will take to fulfill the request. She added that there may have been a delay while the City Clerk was out. She noted that many of the records have been fulfilled, but she believes there should also be public training on how to utilize the portal because some people do not fully understand how records are uploaded and accessed.

Councilmember Akins-Wells responded that the issue did not have anything to do with the City Clerk because Mr. Parker has been requesting documents for years.

Attorney Matricardi stated that she is aware of Mr. Parker's situation and that several of those records were provided. She explained that when there are multiple requests, several things may be happening at once. She stated that she was not making excuses but noted that the city has improved and is doing much better regarding open records requests. She also stated that she is happy to have the new Clerk on board.

Councilmember Akins-Wells stated that the city should continue improving the process so that citizens do not feel overlooked or ignored.

Councilmember James then stated to Mayor Ellison that she should ensure she provides comments at the end of the meeting because people have asked why the mayor is not making closing remarks. She suggested that the mayor include closing comments going forward. Mayor Ellison stated that she will do so.

- V. ADJOURNMENT** - Councilmember Akins-Wells made a motion to adjourn, seconded by Councilmember Gunn. The vote was unanimously approved. The meeting adjourned at 2:33 pm.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

Prepared By: _____

Deputy City Clerk, Latoya McCants-Rice

Approved By: _____

Mayor, Gwen W. Ellison