



CITY OF BATTLE CREEK  
DEPARTMENT OF PUBLIC WORKS • WASTEWATER DIVISION

Mr. Rex Lane  
Senior Environmental Quality Analyst  
Air Quality Division /Department of Environmental Quality

September 23, 2014

Dear Mr. Lane

This letter is in response to the Violation Notice received on September 15, 2014. The violation notice was regarding failure of the City of Battle Creek to send the semi-annual excursion report in the required time frame. On December 13, 2013, you notified me that I had failed to submit the semi-annual excursion report by the required date. I was given fair warning last December, and I wish to assure you that I took that warning very seriously.

The failure to send the excursion report again this year was entirely my fault, and I offer no valid excuse for the lack of attention needed in submitting this document in a timely fashion. I will however explain why I missed the deadline so you are at least aware of the issue. The excursion report was remitted to me in sufficient time, I started to prepare to send the report but my Administrative Assistant was out on sick leave. I set the report on a corner of my desk and waited for my assistant's return. Had she returned on time there would have been adequate time to submit the report, however she was off longer than anticipated, and I simply forgot to handle the report appropriately. Again, I accept full responsibility for the failure to submit this report in a timely fashion.

I maintain a list of critical reports that are due; most of these reports are completed by someone other than me, but I do this to keep track of when they are due. There is no good reason that this excursion report is not on this list, I had meant to do so after your last notification, but I did not add it to my list. I have already added this to my checklist, and there should be no further omissions on my part in the future.

I apologize for the extra effort and work on your part to follow up on my lack of attention. Please accept my sincere regrets.

Sincerely,

Richard Beardslee  
Wastewater Superintendent  
City of Battle Creek