

APPENDIX A.

Cover Letter for the First Mailing

CITY of COLUMBIA

PARKS AND RECREATION

1 South 7th Street, Columbia, MO 65201



November 29, 2012

Dear Neighbor of the MKT Trail,

Columbia Parks and Recreation is conducting a survey of property owners living close to the MKT Trail to find out how the trail affects nearby residents and their property. Your household has been selected to take part in this project due to the proximity of your house to the MKT Trail. Through your participation, we can gain valuable knowledge of the trail's impact and better serve our community.

Enclosed with this letter is a brief questionnaire that asks a variety of questions about your thoughts toward the MKT Trail. This one-page questionnaire will only take about 5 minutes to complete. Your opinions are very important and will represent the collective views of local residents living near the MKT Trail. Results of this survey will also guide our planning and management decisions. Therefore, I hope you will strongly consider participating in this exciting project. If you choose to do so, please complete the survey form and return it to us by January 15, 2013.

To thank you for your time, those who participate are offered the opportunity to be entered into a drawing to win a 20-visit pass to the ARC (Activity and Recreation Center). If you would like to be entered into the drawing, please fill out attached drawing ticket and return it with your completed survey in the enclosed postage-paid envelope. We will mail the pass to the winner. In addition, we will make all the results from this survey available to the public on the City of Columbia website after the project is completed.

The information you provide will be kept strictly confidential. You may decline answering any survey questions that you do not wish to complete. The information gained from this survey will only be reported as group data, at no time will your name be identified with any response. If you have any questions or would like any further information about this project, please do not hesitate to contact us.

On behalf of Columbia Parks and Recreation, thank you very much for your time and willingness to help us better serve our community!

Sincerely,

A handwritten signature in black ink that reads 'Michael J. Hood'.

Mike Hood
Director

Mike Snyder
Superintendent, Park Planning and Development
mts@gocolumbiamo.com
573-874-7203

Hua Bai
Park Planning Intern
hbai@gocolumbiamo.com
573-639-2995

Drawing Ticket (optional)

If you would like to be entered into a drawing to win a 20-visit pass to the ARC, please enter your address below. All information will be kept confidential and stored separately from your completed survey.

Name: _____

Street: _____

City, State, Zip Code: _____