

**APPENDIX B.**

**Cover Letter for the Second Mailing**

# CITY of COLUMBIA

PARKS AND RECREATION

1 South 7<sup>th</sup> Street, Columbia, MO 65201



January 15, 2013

Dear Neighbor of the MKT Trail,

About four weeks ago, we mailed you a survey about the MKT trail's impact on your residence and property. If you have already returned your completed survey, please accept our most sincere gratitude. If you have not yet done so, please take some time to fill out the survey and return it.

Your household has been scientifically selected to represent the collective views of people living close to the MKT Trail. Only you can provide your thoughts that will give us a more complete picture of what the MKT Trail neighbors think. We want your opinions and preferences to be considered. Through participation, your input will help guide future planning and management decisions that may affect your own life as well as our community. For your convenience, we have enclosed another copy of the questionnaire and a postage-paid envelope in which to return it. Would you take a few minutes to give us your opinion by filling out this one-page questionnaire?

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 the 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. The information gained from this survey will only be reported as group data, at no time will your name be identified with any response. You may decline answering any of the survey questions that you do not wish to complete. 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](mailto:mts@gocolumbiamo.com)  
573-874-7203

Hua Bai  
Park Planning Intern  
[hbai@gocolumbiamo.com](mailto:hbai@gocolumbiamo.com)  
573-639-2995

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## 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: \_\_\_\_\_