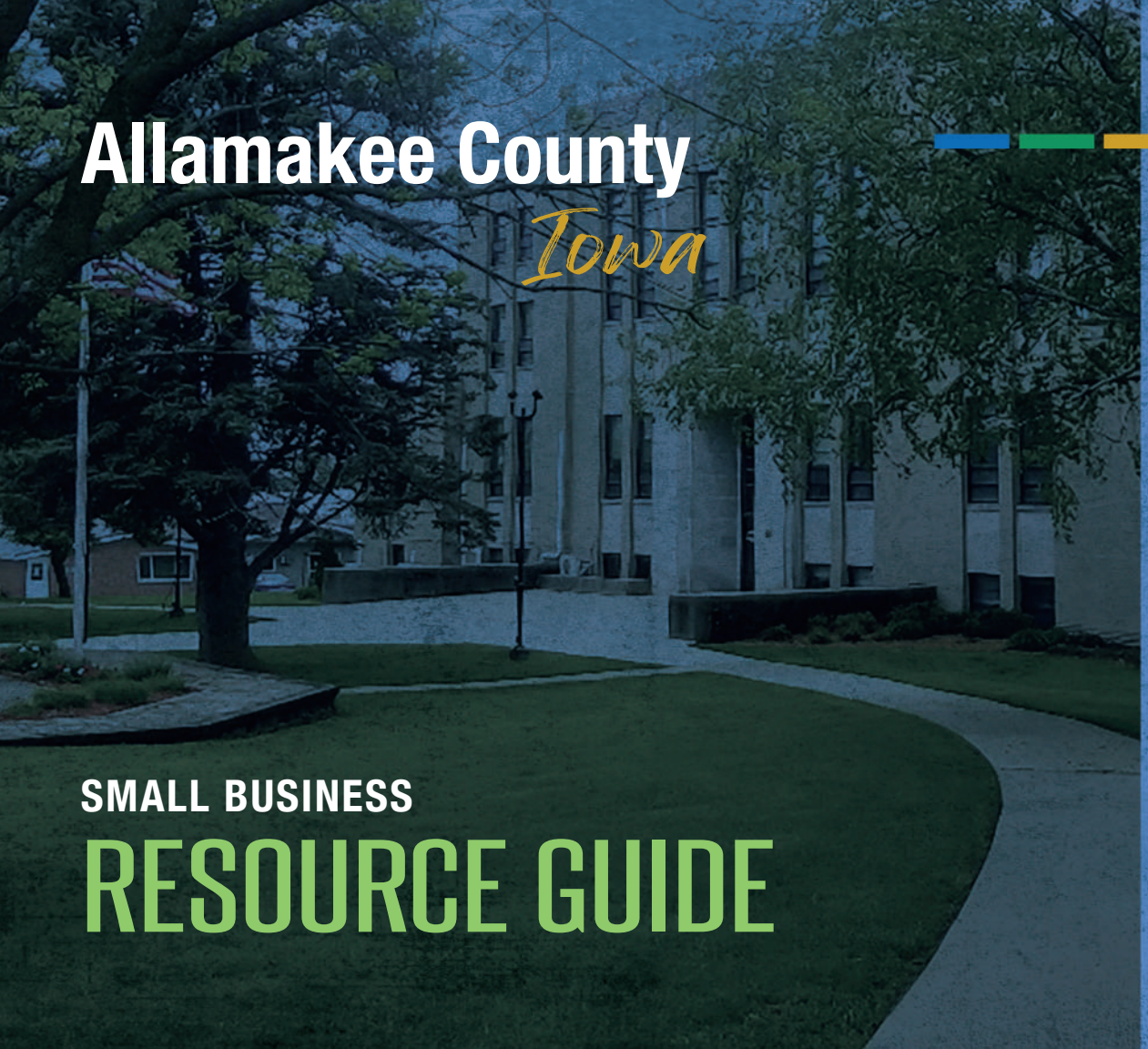

Allamakee County

Iowa

Harpers Ferry

Lansing

New Albin

Postville

Waterville

Waukon

SMALL BUSINESS

RESOURCE GUIDE

allamakeecounty.com

Mission Statement

Allamakee County Economic Development & Tourism is a nonprofit, county-wide economic development corporation. Its primary emphasis is to enhance existing economic development and tourism efforts in Allamakee County through retention and expansion of existing business and industry, tourism marketing and coordination, housing need assessment and development, and the recruitment of new business and industry by providing assistance and referrals.

NORTHEAST IOWA
ALLAMAKEE
COUNTY IOWA
ECONOMIC DEVELOPMENT & TOURISM

101 W Main St | Waukon, IA 52172 | 563-568-2624 | allamakeecountyedt@gmail.com

Contents:

1 Allamakee County Economic Development & Tourism

2 How to Start a Business in Allamakee County, Iowa and Northeast Iowa

3 Northeast Iowa Regional Organizations and Resources

4 Allamakee County Communities & Contacts

5 Business Incentives

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SECTION 1

Meet the Director

Allamakee County Enonomic Development & Tourism

Val Reinke
Director

Val has been serving Allamakee County Economic Development & Tourism from 2009 to 2015 as a board member. Appointed Executive Director in 2015. Val's favorite part of her job is ***connecting the dots*** for Allamakee County through relationships.

Placing your business in Allamakee County has all the advantages of locating in Iowa, plus an abundance of natural beauty, recreation, and leisure activities. We also have an excellent education system and access to health and other quality community services.

Allamakee County Economic Development & Tourism offers assistance to all Allamakee County residents with business planning, exploring the feasibility of a business idea, explaining funding opportunities and is all strictly confidential. ACEDT also provides workshops aimed at increasing efficiencies, technical assistance and discovering new markets and customers.

To set up a one-on-one confidential appointment please call 563-568-2624, or email Val Reinke at allamakeecountyedt@gmail.com.

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ACEDT

Allamakee County Enonomic Development & Tourism

- **Business Planning**
  ACEDT connects you with resources.
- **Marketing Strategies**
  ACEDT identifies marketing strategies for your business.
- **Business Partnership Opportunities**
  ACEDT identifies cross-promotion opportunities.
- **County and Regional Resources**
  ACEDT collaborates within the county and beyond. **Ask us how.**
- **Economic Statistics**
  ACEDT has access to information helpful for business planning.
- **Consumer and Visitor Preferences**
  ACEDT identifies your target market. New Business Development and Expansion
- **ACEDT identifies site availability.**
  Financial Incentive Programs
- **ACEDT identifies funding options.**
  Business Assistance Programs
- **Business Clusters**
  ACEDT coordinates business clusters to gain momentum.

ACEDT Connects the Dots So You Can Grow!

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SECTION 2

Thinking of Starting A Business?

How to start a business in Allamakee County and Northeast Iowa

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Start with the SPEED TEST

SP (Strategic Plan)

What is the plan? What is the who, what, where, when, why & how for your service and/or product?

E (Evidence of Equity)

Do you have money, financing, or financial backing to move your vision forward?

E (Experience)

Do you have experience taking a business concept from the idea stage into the marketplace?

D (Demand)

Do you have potential customers or buyers interested in your service or product?

Step Up

Starting a business in Iowa involves several steps, including planning, completing legal requirements, and making financial decisions. These 10 Steps, courtesy of the Small Business Administration will help you plan, prepare and manage your business. Additional information has been included in each step from Allamakee County Economic Development & Tourism.

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Step 1: Write a Strategic Business Plan

A business plan is essentially a blue print or road map for your business. The Small Business Development Center or SCORE can assist with business planning. Contact the ACEDT Office at 563.568.2624. LivePlan is also a helpful tool: www.liveplan.com

Step 2: Get Business Assistance and Training

Take advantage of the many free resources and services available in Iowa. Contact the Iowa SourceLink Concierge at 866.537.6052.

Step 3: Choose a Business Location

When starting or expanding a business, determining location requires planning and research. You will also need to be aware of county and city requirements. Contact your local municipality.

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Step 4: Finance Your Business

Loans, personal savings, friends and family, and crowdfunding are all options for financing a new or expanding a business. Take the time to explore and understand your options.

Step 5: Determine the legal structure of Your Business

When choosing the type of legal structure for your business, you will need to consider how you'll pay your taxes and how much personal liability exposure you will risk. Your options may include: sole proprietorship, partnership, Limited Liability Company (LLC), Corporation, S Corporation, Nonprofit or Cooperative.

Step 6: Register a Business Name

All businesses in Iowa must register their business name if they don't intend to operate under their legal name. How you register depends on the way you legally structure the business. To be sure the business name you've chosen is not already in use in Iowa, do a name search in the Secretary of State Business Entities Search database.

To register as a sole proprietor or simple partnership, contact your local county recorder to file a Register a Trade Name Certificate.

All other structures, contact the Iowa Secretary of State.

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Step 7: Get a Tax Identification Number

The federal Tax Identification Number for businesses is known as an Employer Identification Number (EIN). It a unique number used to identify a business, much like a Social Security number identifies an individual person. In most cases, businesses are required to obtain an EIN.

Contact the Iowa Department of Revenue at idr.iowa.gov or 515.281.3114. https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employee-identification-number-ein-online

Step 8: Register for State and Local Taxes

In addition to federal tax requirements, businesses will need to pay state and local taxes, which may vary from location to location.

Contact the Iowa Department of Revenue at idr@iowa.gov or 515.281.3114.

Step 9: Choose a Business Location

When starting or expanding a business, determining location requires planning and research. You will also need to be aware of county and city requirements. Contact your local municipality.

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Regional Resources

Northeast Iowa has many organizations that offer assistance

Below is a list of regional organizations and resources offering assistance to new and expanding small business and to nonprofit organizations. To get in touch with the organizations, please contact Val Reinke at Allamakee County Economic Development & Tourism Director. Call 563-568-2624, or email at allamakeecountyedt@gmail.com.

- **Allamakee County Community Foundation:** *Funding for Nonprofits and Government projects*
- **NICC Business & Community Solutions:** *Training*
- **Northeast Iowa Business Network:** *Housing, Workforce, Childcare*
- **Northeast Iowa Funders Network**
- **Northeast Iowa Housing Trust Fund**
- **Northeast Iowa RC&D**
- **Northeast Iowa Tourism Association:** *Tourism*
- **Lansing Main Street-Economic Development:** *Small Business Support*
- **Waukon Chamber of Commerce:** *Small Business Support*
- **Business Promotion**
- **Driftless Area Scenic Byway:** *Promotion of byway*
- **Iowa SourceLink**
- **SCORE**
- **Small Business Development Center**
- **Upper Explorerland Regional Planning Commission**
- **Northeast Iowa Regional Revolving Loan Fund**
- **ACEC Revolving Loan Fund**

SECTION 4

Allamakee County Communities

Phone contacts for your community

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Harpers Ferry	City Clerk	Sherie Mathis	563.586.2777
Lansing	City Clerk	Katie Becker	563.538.4757
New Albin	City Clerk	Deb Stantic	563.544.4260
Postville	City Clerk	Darcy Radloff	563.864.7454
Waterville	City Clerk	Heather Bente	563.535.7755
Waukon	City Clerk	Sarah Snitker	563.568.3492

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Business Incentives

allamakeecounty.com/economic-development/business-incentives

Looking for Business Incentives to Start, Relocate or Grow your Business in Allamakee County? Click or visit to the link below

allamakeecounty.com/economic-development/business-incentives

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