



# Business Resource Guide

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## **BUSINESS PLANNING/ASSISTANCE**

### **Coffey County Economic Development**

110 S. 6<sup>th</sup> Street, Room 5  
Burlington, KS 66839  
Phone: 620-364-8780  
Hours: 8 a.m. to 5 p.m. (M-F)  
[www.coffeycountyks.org](http://www.coffeycountyks.org)

Bobby Skipper, Director  
Email: [bskipper@coffeycountyks.org](mailto:bskipper@coffeycountyks.org)

*Provides free, confidential assistance with:*

- *business planning*
  - *location/site selection*
  - *financing options*
  - *programs and incentives*
  - *workforce development*
  - *professional development opportunities*
  - *networking/referrals*
- 

### **Small Business Development Center**

Emporia State University  
1 Kellogg Circle  
Campus Box 4046  
Cremer Hall, Room 130  
Emporia, KS 66801  
Phone: 620-341-5308  
[www.emporia.edu/sbdc/](http://www.emporia.edu/sbdc/)

Lisa Brumbaugh, Regional Director  
Email: [lbrumbau@emporia.edu](mailto:lbrumbau@emporia.edu)

Provides free, confidential, one-on-one consulting designed to develop practical solutions to business problems. Our job is one of education and guidance in such areas as:

- *business plan assistance*
- *financial projection development*
- *cash flow analysis*
- *marketing plan development*
- *human resources*
- *sources of capital and financing*
- *inventory control procedures*
- *product costs analysis and pricing*
- *advertising strategies*
- *sales technique*

### **Coffey County Chamber of Commerce**

305A Neosho Street  
Burlington, KS 66839  
Phone: 620-364-2002  
Hours: 9 a.m. to 3 p.m. (M-F)  
[www.coffeycountychamber.com](http://www.coffeycountychamber.com)

Melissa Daily, Executive Director  
Email: [executivedirector@coffeycountychamber.com](mailto:executivedirector@coffeycountychamber.com)

*Members benefit from:*

- *networking*
  - *advertising and sponsorship opportunities*
  - *Notary Public Services*
  - *press Releases*
  - *referrals*
  - *learning opportunities*
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### **Kansas Business Center**

The Kansas Business Center is your one-stop shop for starting and maintaining a business in Kansas.  
[www.kansas.gov/business](http://www.kansas.gov/business)

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### **Small Business Administration**

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.  
[www.sba.gov](http://www.sba.gov)

## **LOCATION/REAL ESTATE**

**Coffey County Economic Development** can assist with site/building selection. CCED utilizes a database through Location One and is connected with local realtors and developers. Call 620-364-8780 or email Ronda Truelove at [rtuelove@coffeycountyks.org](mailto:rtuelove@coffeycountyks.org) for more information. You can also view sites through our website: <http://www.coffeycountyks.org/county-services/economic-development/buildings-and-sites-available>

### **Realtors**

Advantage Realty Group, LLC  
105 N. 3rd Street  
Burlington, KS 66839  
Phone: 620-364-6812

Vaughn-Roth Land Brokers, LLC  
408 Neosho Street, PO Box 39  
Burlington, KS 66839  
Phone: 785-917-0867  
<http://www.vaughnroth.com/>

Swift-n-Sure Auctions and Real Estate  
231 Old Highway 50  
Lebo, KS 66856  
620-366-0729  
[www.swiftnsureauctions.com](http://www.swiftnsureauctions.com)

Tri-County Real Estate  
PO Box 304  
Lebo, KS 66856  
Phone: 620-256-6993  
[www.tri-county-real-estate.com](http://www.tri-county-real-estate.com)

Trustpoint  
800 N. 4<sup>th</sup> Street  
Burlington, KS 66839  
Phone: 620-364-5665  
[www.trustpointrealestate.net](http://www.trustpointrealestate.net)

United Country – Coffey County Real Estate  
300 Neosho Street  
Burlington, KS 66839  
Phone: 620-364-5323

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## **FINANCE/ASSISTANCE PROGRAMS**

### **Local Banks**

Central National Bank  
201 S. 4<sup>th</sup> St., Burlington, KS 66839  
Phone: 620-364-8875  
[www.centralnational.com](http://www.centralnational.com)

Citizen's State Bank (Gridley)  
410 East Main St., Gridley, KS 66852  
Phone: 620-836-2888  
[www.bankcsb.biz](http://www.bankcsb.biz)

Citizen's State Bank (Burlington)  
428 Neosho St., Burlington, KS 66839  
Phone: 620-364-8211  
[www.bankcsb.biz](http://www.bankcsb.biz)

Citizen's State Bank (LeRoy)  
601 North Main St., LeRoy, KS 66857  
Phone: 620-964-2299  
[www.bankcsb.biz](http://www.bankcsb.biz)

Citizen's State Bank (New Strawn)  
407 North Arrowhead Dr., New Strawn, KS 66839  
Phone: 620-364-8871  
[www.bankcsb.biz](http://www.bankcsb.biz)

Farmers State Bank of Aliceville  
305 Dobell, Westphalia, KS 66093  
Phone: 785-489-2468  
[www.fsbaliceville.com](http://www.fsbaliceville.com)

Farmers State Bank of Aliceville (Burlington)  
510 Neosho, Burlington, KS 66839  
Phone: 620-364-2468  
[www.fsbaliceville.com](http://www.fsbaliceville.com)

Farmers State Bank of Aliceville (Lebo)  
11 W. Broadway, Lebo, KS 66856  
Phone: 620-256-6331  
[www.fsbaliceville.com](http://www.fsbaliceville.com)

First National Bank (Burlington)  
600 N. 4<sup>th</sup> St., Burlington, KS 66839  
Phone: 620-364-8472  
[www.fnbofks.com](http://www.fnbofks.com)

First National Bank (Waverly)  
305 Pearson Ave., Waverly, KS 66871  
Phone: 785-733-2564  
[www.fnbofks.com](http://www.fnbofks.com)

## Regional/State Organizations

### Southeast Kansas Regional Planning Commission

410 S. Evergreen Ave.  
Chanute, KS 66720  
Phone: 620-431-0800  
[www.sekrpc.org](http://www.sekrpc.org)

The Southeast Kansas Regional Planning Commission (SEKRPC) is an association of city and county governments formed to provide technical and professional assistance. The Commission is governed by a board which consists of county commissioners and a General Commission which is made up of one County Commissioner, three elected officials, and private citizens. Individual cities and counties cooperatively provide a regional agency to review specific projects and requests.

*SEKRPC will prepare applications and supporting materials for the following programs:*

- *Community Development Block Grants (CDBG)*
- *Housing Development, Rehabilitation and Demolition Grants*
- *Land and Water Conservation Fund Grants*
- *Kansas Public Water Supply Loan Fund*
- *Economic Development Administration Grants and Loans*
- *Historic Preservation*
- *Enterprise Zone Incentive Program*

SEKRPC also has a Revolving Loan Fund for new and existing businesses.

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### Network Kansas

P.O. Box 877  
Andover, KS 67002-0877  
Phone: 877-521-8600  
[www.networkkansas.com](http://www.networkkansas.com)

NetWork Kansas offers matching loans to businesses in Kansas who need gap financing to become fully capitalized. All loans must be “matched” with another source of capital, usually a public source (like CDCs, Regional Foundations, etc.).

- ***StartUp Kansas*** provides gap financing to help entrepreneurs start or grow a business in Kansas. The loan program matches up to 150% of other public sources of capital and/or funds from a financial institution such as a bank. Up to \$45,000 can be provided per project. Funds are flexible and can be used for a variety of business purposes, including equipment, inventory, and working capital. Entrepreneurs work with a NetWork Kansas resource partner (Coffey County Economic Development is a resource partner) to apply for funds. Funding rounds occur monthly.
  - ***The Kansas Capital Multiplier Loan Fund:*** Qualifying businesses are eligible to apply for up to 9% of private capital loans and investment. Businesses can apply for up to a \$250,000 loan or venture investment per project through the Capital Multiplier programs.
  - ***The Minority and Women Business Multiplier Loan Fund*** provides gap financing to help minority and women-owned businesses (MBE/WBE) and other disadvantaged business enterprises (DBE). The loan program matches up to 20% of the private capital invested in a business project, with a minimum loan amount of \$25,000 and a maximum loan amount of \$250,000. Funds are flexible and can be used for a variety of business purposes, including startup costs, purchasing an existing business, business expansion, working capital, inventory, and more and have low, fixed interest rates and no collateral requirements.
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### Prosperity Foundation

The Southeast Kansas Prosperity Foundation is a non-profit 501(c)3 created in 2005 as a result of the Kansas Economic Growth Act. It is a partnership with SEK, Inc., Southeast Kansas Regional Planning Commission, See-Kan RC&D, QUAD Facilitation Program, and Mid-America Certified Development Company.

- *Revolving Loan Fund*
- *Small Community: Downtown Retail Building Renovation/Purchase Program*

Contact Coffey County Economic Development for details – 620-364-8780.

### Kansas Department of Commerce ([www.kansascommerce.gov](http://www.kansascommerce.gov))

The Kansas Department of Commerce has many services and programming to assist existing businesses and attract new business. A few of the popular programs include: High Performance Incentive Program (HPIP), Kansas Industrial Training (KIT), Kansas Industrial Retraining (KIR), Promoting Employment Across Kansas (PEAK) Program, and STAR Bonds.

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### USDA Rural Development Programs ([www.rd.usda.gov/ks](http://www.rd.usda.gov/ks))

USDA offers loans, grants and loan guarantees to support essential services such as housing, economic development, health care, first responder services and equipment, and water, electric and communications infrastructure. USDA also promotes economic development by supporting loans to businesses through banks, credit unions and community-managed lending pools. USDA offers technical assistance and information to help agricultural producers and cooperatives get started and improve the effectiveness of their operations. USDA provides technical assistance to help communities undertake community empowerment programs. They help rural residents buy or rent safe, affordable housing and make health and safety repairs to their homes.

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### Angel Networks

**The Midwest Venture Alliance (MVA)** is a membership organization of accredited private investors committed to investing in high-growth seed and early-stage technology companies in Kansas and surrounding states.

The purposes of the alliance are to help promote early-stage equity investing and to provide entrepreneurs and investors an effective, centralized forum to collaborate. MVA members provide seed and early-stage capital in the range of \$250,000 to \$2,000,000, an investment range not generally served by Venture Capitalists. For more information, visit the MVA website at: [www.midwestventure.com](http://www.midwestventure.com)

**Mid-America Angels ("MAA")** is a regional network of angel investors dedicated to identifying and funding the most promising start-up business opportunities in the Kansas-Missouri Region. MAA has two primary objectives:

1. To present high return on investment funding opportunities to its members
2. To facilitate access to early-stage financing for high-potential businesses and entrepreneurs.

MAA members fund deals in the investment range of \$250,000 to \$2,000,000, a range not typically served by Venture Capitalists. The MAA network provides the structure to aggregate the knowledge, experience, and investment capital of its membership. This approach provides an effective and efficient process both for investors to evaluate opportuni-

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## **NETWORKING**

**Burlington Rotary Club** meets once a week on Thursdays at Noon at Rock Creek Country Club in Burlington.

## **LICENSING/PERMITTING/ZONING**

### **Licensing**

Depending on the type of business, you may be required to register with the state of Kansas. Please go to <http://www.kansas.gov/business> or call 877-521-8600.

### **City zoning/building permits**

#### **City of Burlington**

301 Neosho St.  
Burlington, KS 66839  
Phone: 620-364-5334

#### **City of Gridley**

503 Main St.  
Gridley, KS 66852  
Phone: 620-836-3145

#### **City of Lebo**

5 E Broadway  
Lebo, KS 66856  
Phone: 620-256-6622

#### **City of LeRoy**

713 Main St.  
LeRoy, KS 66857  
Phone: 620-964-2245

#### **City of New Strawn**

215 N. Main St.  
New Strawn, KS 66839  
Phone: 620-364-8283

#### **City of Waverly**

210 Pearson Ave.  
Waverly, KS 66871  
Phone: 785-733-2461

### **County zoning/building permits**

Coffey County Zoning Administrator – Heidi Harris  
Phone: 620-364-2441

[www.coffeycountyks.org/county-services/highway-department/zoning](http://www.coffeycountyks.org/county-services/highway-department/zoning)

## **ACCOUNTANTS**

### **Lisa I. Garrett, CPA**

200 Neosho Street  
Burlington, KS 66839  
Phone: 620-364-5599

### **Sarah J. Stockwell, CPA**

200 Neosho Street  
Burlington, KS 66839  
Phone: 620-364-3300

### **Burlington Tax**

210 Neosho Street  
Burlington, KS 66839  
Phone: 620-364-2200

### **Love J. Scott, CPA**

427 N East St.  
Lebo, KS 66856  
Phone: 620-256-6630

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## **UTILITIES**

### **City of Burlington**

Electricity, Water, Sewer, Trash – 620-364-5334  
Natural Gas Service – Atmos Energy – 888-286-6700

### **City of Gridley**

Water, Sewer, Trash – 620-836-3145  
No Natural Gas Service  
Electricity Service – Westar Energy – 800-383-1183

### **City of Lebo**

Gas, Water, Sewer, Trash – 620-256-6622  
Electricity Service – Westar Energy – 800-383-1183

### **City of LeRoy**

Water, Sewer, Trash – 620-964-2245  
Natural Gas Service – Atmos Energy – 888-286-6700  
Electricity Service – Westar Energy – 800-383-1183

### **City of New Strawn**

Water, Sewer, Trash – 620-364-8283  
Natural Gas Service – Atmos Energy – 888-286-6700  
Electricity Service – Lyon-Coffey Electric Coop – 620-364-2116

### **City of Waverly**

Water, Sewer, Trash – 785-733-2461  
Natural Gas Service – Kansas Gas Service – 800-794-4780  
Electricity Service – Westar Energy – 800-383-1183

### **Coffey County Rural Water**

District #2 – 620-836-4080  
District #3 – 620-364-8099  
District #4 – 785-733-2885

### **Anderson County Rural Water (East side of county)**

District #4 – 785-489-2290  
District #5 – 620-852-3475

### **Franklin County Rural Water (northeast side of county)**

District #4 – 785-746-5571

### **Private Water and Wastewater Systems**

Coffey County Health Department (Environmental Health)  
– 620-364-8631

### **Rural Gas and Electric Services (depends on location)**

Atmos Energy – Gas – 888-286-6700  
Kansas Gas Service – Gas – 800-794-4780  
Lyon-Coffey Electric Cooperative – Electric – 620-364-2116  
Westar Energy – Electric – 800-383-1183

### **Telecommunications**

MT Networks – 620-364-3222  
Valnet – 888-332-1616  
Centurylink – 877-862-9343  
Mediacom – 866-416-9005



## **TRANSPORTATION**



Covering 630 square miles, Coffey County and the City of Burlington, the county seat, are located on US 75 Hwy (N/S), 16 miles south of I-35 in east-central Kansas. I-70 (E/W) can be accessed 55 miles north at Topeka (the state capitol), US 169 (N/S) is found 18 miles east of Burlington and US 54 Hwy crosses US 75 Hwy 20 miles south of Burlington.

<b>DISTANCE TO MAJOR MARKETS (BY TRUCK)</b>	
Chicago	612
Dallas	531
Denver	582
Kansas City	117
Los Angeles	1593
Minneapolis	556
New York	1386
St. Louis	370

### **Railroad**

Railroads serving the county are Union-Pacific at LeRoy and Burlington-Northern-Santa Fe at Lebo. The nearest inter-modal terminal is 50 miles away.

### **Airport**

Coffey County Airport is located 7 miles north of Burlington on US 75 Hwy. It offers concrete surface runways, 18 / 36, 5500 X 75 ft.; color radar, Papi approach and runway lights – transmitter activated; fixed services available at Coffey County Airport include: transient aircraft parking; tie downs; T-hangars; pilot’s lounge; aircraft rental; full time mechanic on duty; alternative power unit; data transmission network; quick turns; courtesy cars; full time ground instructor and ground school; and 100 LL and JET A fuel at competitive rates.

1899 Hwy 75  
Burlington, KS 66839  
Phone: 620-364-5346

### **Airport Hours**

Summer

Monday – Friday: 8 a.m. to 8 p.m.

Saturday and Sunday: 8 a.m. to 6 p.m.

Winter

Monday—Friday: 8 a.m. to 6 p.m.

After hours services are available.

Airport is unattended on Thanksgiving and Christmas Days

### **Public Transportation**

Coffey County Transportation

620-364-1935 Toll Free (877-364-1905)