

Aitkin County Alternate Service Plan

Assessors Office

- Contact Information
307 2nd Street NW Room 120 – Aitkin, MN 56431
Phone 218-927-7327
Email assessor@co.aitkin.mn.us
Text 218-820-2724
- All property tax related applications that are handled by the Assessor's Office can be made via U.S. Mail, email, or text message. This includes homestead, managed forest, disabled veterans exclusion, property tax exemption, green acres, rural preserve, marina, non-profit community service class, and seasonal restaurant on a lake. Applications are available at www.co.aitkin.mn.us or call to request a copy. Applications must be fully completed, signed, and legible to be accepted by the County.
- Questions regarding value or classification can be answered via telephone, email, or text message.
- Value or classification appeals can be made in writing via U.S. Mail, email, or text message. Please call before making a written appeal so county staff can review your information and address potential issues before a formal appeal is made.
- If you need a copy of a field card or county information on file with our office, please call and we can send you copies via telephone, email, or text message.

Attorney's Office/Crime Victim Coordinator

- Contact Information
217 2nd Street NW Room 231 – Aitkin, MN 56431
Phone 218-927-7347
Email coatty@co.aitkin.mn.us
- Staff will be available to continue to meet all statutory duties and all court-related functions.
- Staff will be available for general correspondence by telephone, email, and U.S. Mail.

Auditor's Office/License Center

- Contact Information
307 2nd Street NW Room 121 – Aitkin, MN 56431
Phone 218-927-7354
Email auditor@co.aitkin.mn.us
- Many services can be handled by telephone or by email. If absolutely needed, a customer can schedule an appointment.

Community Corrections

- Contact Information
204 1st Street NW – Aitkin, MN 56431
Phone 218-927-7281

Email corrections@co.aitkin.mn.us

- All business to be conducted by phone or by appointment

Court Administration

- Contact Information
209 2nd Street NW Room 242 – Aitkin, MN 56431
Phone 218-927-7350

Economic Development

- Contact Information
307 2nd Street NW Room 316 – Aitkin, MN 56431
Phone 218-927-7305
- All business to be conducted by phone or by appointment.

Environmental Services/Planning & Zoning

- Contact Information
307 2nd Street NW Room 219 – Aitkin, MN 56431
Phone 218-927-7342
Water Lab 218-927-7266
Email aitkinpz@co.aitkin.mn.us
- Permit applications completed online at <https://pzpermit.co.aitkin.mn.us/index.php>
- Questions regarding all environmental services or planning & zoning related issues will be answered via email, phone, or by appointment.

Health & Human Services

- Contact Information
204 1st Street NW – Aitkin, MN 56431
Phone 218-927-7200
Email achhs@co.aitkin.mn.us
- Efforts will continue to meet the needs of our consumers and protect the health and safety of both constituents and employees via phone, fax, e-mail, mail, etc.
- Any unit within HHS collecting fees, payments, or applications will request that all packages, materials, payments, paperwork etc. be placed in the drop box in front of the HHS building.
- Specific to Child Support there are additional sites in town that are able to collect documents or payments. This information is being shared with consumers personally and a sign will be posted on our front doors indicating directions.
- WIC clinics will be conducted through phone and online contact.
- Home visits and assessments/reassessments for various programs are being conducted over the phone. For home visits, specific guidelines have been developed to better protect both client and employee.
- Applications for many programs are available online and applications will be made available outside of the front entrance area for easy access without the need for personal contact.

Instructions regarding how to return applications will be posted in this area as well to assure that consumers are aware of the process.

Highway Department

- Contact Information
1211 Airpark Drive – Aitkin, MN 56431
Phone 218-927-3741
Email highway@co.aitkin.mn.us
- Applications for dust control, driveway access/entrance permits, E911 signs, oversize/overweight permits, road construction materials permit, and utility permits are available online. Completed forms can be emailed or sent by U.S. Mail.
- Bidding documents for road construction projects are available online by following the Highway Construction link at www.co.aitkin.mn.us. Sealed bids must be mailed or hand delivered by the date stated in the bidding documents. Doors to the Highway Department Office will be opened to the public one hour prior to bid opening to receive bids.
- Appointments are available for township representatives to pick up road maintenance materials.
- Appointments are available for other essential services. All efforts will be made to provide services via telephone, email, or U.S. mail to limit in-person appointments.

Human Resources

- Contact Information
307 2nd Street NW Room 312 – Aitkin, MN 56431
Phone 218-927-7306
Email hr@co.aitkin.mn.us
Text 218-839-8983
- Applications for employment can be submitted online at www.co.aitkin.mn.us. Internal business will be conducted by telephone, text message (include your full name), or by email.
- In-person appointments can be scheduled for services that cannot be performed via telephone, email, text, or U.S. mail.

Land Department

- Contact Information
502 Minnesota Avenue North – Aitkin, MN 56431
Phone 218-927-7364
Email acld@co.aitkin.mn.us
- County parks are always open. Trails and facilities (i.e., shower houses, trails) will open during normal seasons.
- Campground reservations are only available online.
- All services can be provided with accommodations. A drop box has been installed outside of the building for customer convenience.

- Office appointments are available. Forestry staff are available by appointment to meet with loggers and construction contractors in the field. Survey and GIS staff are available by appointment.

License Center

- Contact Information
307 2nd Street NW Room 108 – Aitkin, MN 56431
Phone 218-927-7057
Email license.office@co.aitkin.mn.us
- Appointments will be available for driver's license renewal and Department of Motor Vehicle/Department of Natural Resources license transfers. Staff will be stationed at the door to take drop off license renewals and to admit individuals with a scheduled appointment.

Long Lake Conservation Center

- Contact Information
28952 438th Lane – Palisade, MN 56469
Phone 218-768-4653
Email info@longlakecc.org
- Staff available by phone, email or appointment.

Sheriff

- Contact Information
218 1st Street NW – Aitkin, MN 56431
Phone 218-927-7435
Email sheriff2@co.aitkin.mn.us
- Lobby area will be open to the public with limited exposure by utilizing glass separation and CDC precautions. Everyone will be screened before entering the dispatch or jail area.

SWCD

- Contact Information
307 2nd Street NW Room 216 - Aitkin, MN 56431
Phone 218-927-7284
Email hughes.aitkinswcd@gmail.com
- Appointments can be scheduled to meet with clients at their property.
- Tree orders can be taken by phone and mail.

Recorder's Office

- Contact Information
307 2nd Street NW Room 122 - Aitkin, MN 56431
Phone 218-927-7336
Email recorder@co.aitkin.mn.us

- Appointments can be made for essential transactions only including access to the real property records. All efforts will be made to provide other services via telephone, email, and U.S. mail to limit in-person appointments.

Treasurer

- Contact Information
307 2nd Street NW Room 119 - Aitkin, MN 56431
Phone 218-927-7325
Email treas@co.aitkin.mn.us
- Many services can be handled via telephone, email or online.
- Tax payments can be made thru the U.S. Mail, online, or dropped off in the HHS drop box in an enclosed envelope label "Treasurer's Office".
- Tax payment questions, research and customer service regarding taxes or other inquiries can be handled via telephone or email.
- Tax Statement copies are available online at www.co.aitkin.mn.us.
- Scheduled appointments are available for marriage licenses in urgent situations.
- Processing of passports is currently suspended as the Department of State is no longer accepting passports at their locations due to the health risk.

University of MN Extension Office/4-H

- Contact Information
307 2nd Street NW, Aitkin MN Room 208
Phone 218-927-2538
Email tonigage@umn.edu
- Staff available by phone or email.

Veterans Service Office

- Contact Information
307 2nd Street NW, Aitkin MN Room 114
Phone 218-927-7320
Email penny.harms@co.aitkin.mn.us
- Staff available by phone, email or appointment.

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: March 20, 2020

Name	Please check the boxes that apply.		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – please list.
John Welle		✓	Highway Dept
Kirk Peysar		✓	County Auditor
Via Phone			
Bobbi Danielson		✓	He
Peter Hansen		✓	Environmental Service
Terry Neff		✓	Environmental Service