

## **Aitkin County Alternate Service Plan**

### **Assessors Office**

- Contact Information  
307 2<sup>nd</sup> Street NW Room 120 – Aitkin, MN 56431  
Phone 218-927-7327  
Email [assessor@co.aitkin.mn.us](mailto: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](http://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  
209 2<sup>nd</sup> Street NW Room 268 – Aitkin, MN 56431  
Phone 218-927-7347  
Email [coatty@co.aitkin.mn.us](mailto: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**

- Contact Information  
307 2<sup>nd</sup> Street NW Room 121 – Aitkin, MN 56431  
Phone 218-927-7354  
Email [auditor@co.aitkin.mn.us](mailto: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 1<sup>st</sup> Street NW – Aitkin, MN 56431  
Phone 218-927-7281

Email [corrections@co.aitkin.mn.us](mailto:corrections@co.aitkin.mn.us)

- All business to be conducted by phone or by appointment

### **Court Administration**

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

### **Economic Development**

- Contact Information  
307 2<sup>nd</sup> Street NW Room 316 – Aitkin, MN 56431  
Phone 218-927-7305  
Email [ross.wagner@co.aitkin.mn.us](mailto:ross.wagner@co.aitkin.mn.us)
- All business to be conducted by phone, email or by appointment.

### **Environmental Services/Planning & Zoning**

- Contact Information  
307 2<sup>nd</sup> Street NW Room 219 – Aitkin, MN 56431  
Phone 218-927-7342  
Water Lab 218-927-7266  
Email [aitkinpz@co.aitkin.mn.us](mailto: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 1<sup>st</sup> Street NW – Aitkin, MN 56431  
Phone 218-927-7200  
Email [achhs@co.aitkin.mn.us](mailto:achhs@co.aitkin.mn.us)
- Continue to meet the needs of 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 or mailed to the office.
- Specific to Child Support there are additional sites in town that are able to collect payments. This information has been shared with consumers personally and signage is posted on our front doors indicating directions.
- WIC clinics will be conducted through phone and online contact participants have been notified.
- Home visits and assessments/reassessments for various programs are being conducted over the phone and through telecommunications.

- If home visits are required specific guidelines have been developed to better protect both client and employee.
- Applications for many programs are available online and paper applications are available outside of the front entrance area for easy access.

### **Highway Department**

- Contact Information  
1211 Airpark Drive – Aitkin, MN 56431  
Phone 218-927-3741  
Email [highway@co.aitkin.mn.us](mailto: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](http://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 2<sup>nd</sup> Street NW Room 312 – Aitkin, MN 56431  
Phone 218-927-7306  
Email [hr@co.aitkin.mn.us](mailto:hr@co.aitkin.mn.us)  
Text 218-839-8983
- Applications for employment can be submitted online at [www.co.aitkin.mn.us](http://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 [acl@co.aitkin.mn.us](mailto:acl@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 2<sup>nd</sup> Street NW Room 108 – Aitkin, MN 56431  
Phone 218-927-7057  
Email [license.office@co.aitkin.mn.us](mailto:license.office@co.aitkin.mn.us)
- **Effective at close of business on March 27, 2020 until April 10, 2020, the Aitkin County License Center will be closed.**
- Please see the Press Release on the County Website

### **Long Lake Conservation Center**

- Contact Information  
28952 438<sup>th</sup> Lane – Palisade, MN 56469  
Phone 218-768-4653  
Email [info@longlakeecc.org](mailto:info@longlakeecc.org)
- Staff available by phone, email or appointment.

### **Sheriff**

- Contact Information  
218 1<sup>st</sup> Street NW – Aitkin, MN 56431  
Phone 218-927-7435  
Email [sheriff2@co.aitkin.mn.us](mailto: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 2<sup>nd</sup> Street NW Room 216 - Aitkin, MN 56431  
Phone 218-927-7284  
Email [hughes.aitkinswcd@gmail.com](mailto: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 2<sup>nd</sup> Street NW Room 122 - Aitkin, MN 56431  
Phone 218-927-7336  
Email [recorder@co.aitkin.mn.us](mailto: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 2<sup>nd</sup> Street NW Room 119 - Aitkin, MN 56431  
Phone 218-927-7325  
Email [treas@co.aitkin.mn.us](mailto: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" please include a **PHONE NUMBER**
- 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](http://www.co.aitkin.mn.us).
- Marriage applications are not being accepted at this time.
- Processing of passports is currently suspended.

### **University of MN Extension Office/4-H**

- Contact Information  
307 2<sup>nd</sup> Street NW, Aitkin MN Room 208  
Phone 218-927-2538  
Email [tonigage@umn.edu](mailto:tonigage@umn.edu)
- Staff available by phone or email.

### **Veterans Service Office**

- Contact Information  
307 2<sup>nd</sup> Street NW, Aitkin MN Room 114  
Phone 218-927-7320  
Email [penny.harms@co.aitkin.mn.us](mailto:penny.harms@co.aitkin.mn.us)
- Staff available by phone, email or appointment.