



Village of Poplar Grove – Board Meeting Memo

May 21, 2026

****Subject:****

Pitney Bowes Relay 5000 Inserting System

1. Background:

The Village of Poplar Grove has an automatic envelop folding and inserting machine that is used for the preparation of water and sewer bills, water and sewer late fee penalty letters, mass mailings for zoning notifications, and other mass mailing operations.

2. Current Status:

This machine is approaching the typical end of life cycle and additionally has had more maintenance repairs calls. It is the desire of the office staff to have this machine replaced with a newer model to remedy the ongoing issues. At the May 13th meeting, Trustee Hubbard asked for proposals of local printing services and laid the item over until this meeting.

Pitney Bowes prepared two (2) options for this machine. One being a lease option and the second being a purchase with maintenance option.

3. Fiscal Impact:

See spreadsheet provided for cost comparison analysis.

4. Legal Review (if applicable):

N/A

5. Recommendation:

To proceed with the purchase of the Pitney Bowes relay 5000 Inserting System with the Vertical Stacker add-on.

6. Supporting Documents (if applicable):

Attached - Cost Comparison Analysis

Not Applicable

Kristi Richardson
Village President