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## SUPPLEMENTAL MEMORANDUM

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**TO:** FINANCE COMMITTEE / BOARD OF COMMISSIONERS  
**FROM:** STACEY STEWART  
ALPENA COUNTY PROSECUTOR'S OFFICE  
**SUBJECT:** PITNEY BOWES POSTAGE METER LEASES (RENEWALS)  
**DATE:** 2-5-2026 (SUPPLEMENT TO 11-19-2025 MEMORANDUM)

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The purpose of this Supplemental Memorandum is to update the Committee / Commissioners as to the pending request for two (renewal) postage meter leases and submit them for approval.

Jesse, Mandy Smith and I met on 2-4-2026 to discuss the options for moving forward with postage meter services to both the County Annex Building and the Courthouse departments to continue to meet postage needs.

Several options were reviewed, and we agreed that the attached lease options were the best and most appropriate to fulfill our County postal needs. Further, these renewals will sync the two leases into the same cost and lease period, whereas the previous leases were not in sync, but were serving the same purpose for the County.

Therefore, Jesse has agreed to present these lease proposals at the next Finance Committee meeting based on the recommendations we discussed.

### Action Items

1. Approve and sign the attached leases.

Thank you for your consideration.