



May 17, 2017

Department of Workforce Development
Dislocated Worker Unit
PO Box 7972
Madison, WI 53707

Dear Sir or Madam:

This is to advise you that Colony Brands, Inc., will be closing their Madison Fulfillment Center, 3650 Milwaukee Street, in Madison, Wisconsin, on or about July 31, 2018. This closing will be permanent and the entire Madison Fulfillment Center will be closed.

We are providing the notices required by the state Wisconsin Business Closing and Mass Layoff (WBCML) Law and federal Workers Adjustment and Retraining Notification (WARN) Act. This action does affect mainly temporary employees with an annual lay off date just prior to the Holidays and sixteen (16) regular full-time employees within that municipality.

We have offered regular full-time positions to eight (8) affected regular full-time employees at the Madison Fulfillment Center. We hope they accept those positions at either Monroe or Sun Prairie, Wisconsin, or Peosta, Iowa.

The following is a summary of the affected regular full-time positions:

Full-Time Positions:

Assistant Manager	1
Supervisor	1
Administrative Assistant	1
Leads	3
Coordinator	1
Operations Specialist	1

The following is a summary of the affected regular full-time positions that will be offered to transfer:

Full-Time Positions:

Fulfillment Manager	1
Assistant Manager	1
Supervisors	3
Maintenance Supervisor	1
Assistant Supervisor	1
Maintenance Technician	1

The following is a summary of the affected temporary positions that will be offered to transfer:

Temporary Positions:

Maintenance Worker	1
Forklift	23
Leads	7
Assistant Supervisors	2
Quality Assurance Inspectors	8
Order Packer Pullers	26
Clerical	1
Coordinator	1
Cycle Counters	3
Utility Workers	5
Personalization Artists	2
Truck Loaders/Warehouse Workers	8

Attached is a copy of our letter provided to our active temporary workforce on May 17, 2017. For further information you may contact Lynn Mathison, Human Resource Manager at (608) 324 – 4669.

Sincerely,



Joe Hunter
Senior Vice President, Operations & Human Resources
Colony Brands, Inc.



May 17, 2017

Dear Employee:

You may be aware that our current lease of the Madison facility will expire in July 2018. Despite our efforts to extend our lease, we have been unable to reach an agreement. It is with deep regret that I am informing you of the Colony Brands, Inc. decision to close the Madison Fulfillment Center, 3650 Milwaukee Street, Madison, Wisconsin on or about July 31, 2018. This closing will be permanent and the entire Madison facility will be closed.

A number of other factors have been considered. We will gain operating efficiencies by reducing our physical footprint within our Supply Chain network. It will also eliminate the costs associated with improving the condition of the physical building and its existing, outdated technology, reducing the risk of being unable to serve our customers if the current technology fails.

We want to emphasize that this has been a difficult decision for Colony Brands to make considering we have operated out of the Madison facility since 1978. Employees at our Madison facility have been outstanding additions to our family of employees. This decision was not based on individual employee or facility performance.

We want to take this opportunity to encourage you to be considered for jobs located at our Sun Prairie Distribution Center. Positions at this location may include but are not limited to picking and packing orders, forklift operation and other distribution center responsibilities within our inbound, outbound and inventory areas. Tony Schiffman, Human Resource Coordinator, will meet with you as we approach the end of 2017.

We have also been in contact with the State's Dislocated Worker Unit, Rapid Response Team, to ensure that they are aware of this decision so services can be provided promptly. Questions pertaining to your employment loss should be directed to South Central Wisconsin WDB, 3513 Anderson Street, Suite 104, Madison, WI 53704 or (608) 249 – 9001.

If you have any questions about this information, please talk with Ken Kvam, Facility Manager (608) 324-9269 or Lynn Mathison, Human Resource Manager at (608) 324 – 4669.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Hunter", with a stylized flourish at the end.

Joe Hunter
Senior Vice President, Operations & Human Resources
Colony Brands, Inc.