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April 8, 2020

Jesse Thyes
Village Administrator
860 Badger Circle
Grafton, WI 53024
jthyes@village.grafton.wi.us

Secretary Caleb Frostman
Department of Workforce Development
201 E. Washington Ave
Madison, WI 53707
sec@dwd.wisconsin.gov

Dear Mr. Thyes and Secretary Frostman:

On March 20, 2020 the management of Pace Industries, Inc. notified our employees at our Grafton, Wisconsin division that due to the unforeseen business circumstances brought on by the COVID-19 Pandemic, we would be temporarily shutting down the facility and laying off all but twenty-seven salaried employees who are considered essential to maintaining customer communications, shipping out of inventory and preparing for operational restart. No bumping rights exist. Our Grafton facility is located at 1600 7th Avenue, Grafton, Wisconsin. While we anticipate this layoff to be less than six months, we want to be proactive in our communications to you and to our Associates.

This closing is a result of unforeseen circumstances as defined in the federal Worker Adjustment and Retraining Notification Act, WARN. This letter is our notification to the unit of local government and state dislocated worker unit. We have notified our employees and are providing them with regular updates.

As a result of the furlough, persons in the following job classifications have been laid off:

Production and Production Support: Approximately 364 employees (including full and part-time employees).

Management and Professional Workers: Approximately 17 employees (including full and part-time employees).

For further information concerning this action, please contact me at the number below.

Sincerely,

Tony Hawk,
Senior Vice President, Human Resources
Pace Industries
479-973-2174