

MONROE COUNTY ELECTRIC CO-OPERATIVE, INC.

SERVICE SCHEDULING PROCEDURES

1. The new member will need to sign up for membership. The street address for Monroe County Electric Co-Operative, Inc. is 6132 State Route 3, Waterloo, Illinois, 62278. and the following fees will need to be made:
 - a. A \$20.00 application fee
 - b. A deposit on the account, (a credit check will be performed, and the deposit will range from \$100.00 to \$600.00 depending on the credit rating.
 - c. If a temporary service will be needed there is a \$250.00 deposit for the temporary assembly. If the member or contractor for the member supplies the temporary assembly this will not be needed. The temporary deposit is then refunded when the permanent service is installed.
2. Contact Monroe County Electric Co-Operative, Inc. engineer for design and recommendations.
 - a. Chris Scott – Supt. Of Operations (618) 939-7171, cell # (618) 578-3626
 - b. Shawn Segobiano – Eng. & Inventory Control (618) 939-7171, cell # (618) 910-1591.
3. Obtain any easements necessary to the extension and project. Monroe County Electric will draw up the easement, but it is the member's responsibility to negotiate the easement with the property owner.
4. Install the necessary meter socket, wiring, and breaker panel for service. Monroe County Electric has the meter sockets available at no charge at our office. See service specifications for wire sizes.
5. Have the governing county or city make the **SERVICE INSPECTION**.
 - a. Monroe County (618) 939-8681 (ask for electrical inspector)
 - b. St. Clair County (618) 277-6600 (ask for electrical inspector)
 - c. Randolph County (no inspection is necessary)
 - d. City of Columbia (618) 281-4264 (ask for electrical inspector)
 - e. City of Waterloo (no inspection necessary)
 - f. City of Smithton (618) 233-4180
6. Contact Monroe County Electric Co-Operative, Inc. engineer for inspection and staking of service.
 - a. You will need to know if any lines will have to be crossed for underground installations. (eg. Water, sewer, geothermal)(JULIE will not locate these)
 - b. If this is in Harrisonville Telephone Company service area, they will go into a joint trench with Monroe County Electric Co-Operative, Inc.. You will need to contact them and request service and we will coordinate with them from there. The contact name and number for Harrisonville Telephone Co. is Terry Linhardt (618) 939-9276.

7. You will then receive a billing for any fees. This needs to be paid prior to installations.
 - a. **Permanent Residence - Homes**
 - i. **Primary overhead extension – NO CHARGE TO 1,320'**, all above 1,320' of overhead is \$8.00 per foot
 - ii. **Primary underground extension - \$2.40 per foot up to 1,320'**, all above 1,320' of underground is \$10.40 per foot
 - iii. Service overhead - NO CHARGE
 - iv. Service underground - \$3.85 per foot
 - b. **Other Than Permanent Residence – Sheds, Garages, etc...**
 - i. **Primary overhead extension – NO CHARGE TO 600'**, all above 600' of overhead is \$8.00 per foot
 - ii. **Primary underground extension - \$2.40 per foot up to 600'**, all above 600' of underground is \$10.40 per foot
 - iii. Service overhead - NO CHARGE
 - iv. Service underground - \$9.70 per foot
8. After receipt of payment the project will be put on the schedule.
9. MCEC will contact JULIE (800) 892-0123, to notify companies with lines in the area. JULIE does not locate lines, they are a notification service. **This takes 2 working days for the JULIE to clear.**