

3. **STENOGRAPHIC HELP.** The city attorney is authorized to appoint and employ stenographers from the civil service list as in his judgment may be necessary to carry out the purposes outlined in this section.

4. **AMOUNT IN ROTARY FUND.** This fund shall be kept at \$2,500 and shall be set up by an initial withdrawal of said amount from the reserve for tax deficit fund as at present constituted and subsequent withdrawals from said fund to replenish said rotary fund to said amount.

**304-59. Repairs on Tax Deed Property.** The commissioner of the department of city development, subject to any resolutions which may be adopted by the common council, shall attend to the operation, maintenance and repair of improvements upon land acquired by tax deed by the city in order that the premises may be rented and kept rented until sold, otherwise disposed of or appropriated. Repairs to such improvements shall be made by city employes wherever possible. No repairs shall be made in cases where the estimated cost thereof, obtained by the commissioner, exceeds the sum of \$1,000, but such cases shall be submitted to the common council for its direction except in the event that emergency repairs are required to protect and/or preserve the health and safety of tenants and/or other citizens and such repairs cannot be delayed for a reasonable period of time. In such event, the commissioner is authorized to incur reasonable costs as required by the specific situation to resolve the immediate problem. No expenditure for such operation and maintenance and no requisition, to be made by the commissioner for materials and labor, supplies, fuel and equipment in connection with such operation and maintenance to be obtained through the central board of purchases, shall at any one time exceed the sum of \$1,000, but any expenditure or requisition which will exceed such sum shall, before any liability therefor is incurred, be submitted to the common council for its direction except in the event that emergency repairs are required to protect and/or preserve the health and safety of tenants and/or other citizens and such repairs cannot be delayed for a reasonable period of time. In such event the commissioner is authorized to incur reasonable costs as required by the specific situation to resolve the immediate problem.

**304-61. Insurance for Costly Improvements.** Whenever improvements upon such land are of the appraised value of \$1,000 or more, the commissioner of the department of city development shall, pursuant to provisions of the charter, if any, as may be applicable, cause such improvements to be insured until the same are sold or otherwise disposed of as to such losses and liabilities as are included in connection with public buildings of the city and in the same manner, so far as applicable.

**304-63. Rotary Tax Deed Improvement Fund.** There is established out of the reserve fund for tax deficit fund a rotary tax deed improvement fund which shall be kept at \$500 and shall be set up by an initial withdrawal of such amount from the reserve for tax deficit fund as at present constituted and by subsequent withdrawals from said fund to replenish said rotary fund to such amount. Payment for such repairs and operation and maintenance, except as herein otherwise provided, shall be made upon vouchers of the commissioner of the department of city development in all cases where the expenditure for repairs is to be \$200 or less, for operation and maintenance is to be \$200 or less, at any one time, and where more, by directions of the common council. Payment for such insurance shall be made out of such rotary fund upon voucher of the commissioner. Payment for such materials, labor, supplies, fuel and equipment shall be made out of said fund upon voucher of the central board of purchases where the expenditure at any one time is to be \$200 or less and where more, by directions of the common council.

**304-65. Requirements for Bonds.** Whenever bonds are authorized to be issued by any ordinance of the common council under the authority of ch. 67, Wis. Stats., as amended, the commissioners of the public debt shall procure in proper time the requisite number of forms for the same by means of competitive bidding limited to recognized and responsible bank note companies through the central board of purchases in accordance with s. 16-05, charter. Such forms shall show on their face all the statements required to be shown on the face of such bonds by ch. 67, Wis. Stats., as amended, and by ss. 15-04 and 15-06 of the city charter. Each of such forms shall show the amount of the principal of the bonds for which the same is to