State of Kansas
City

2022

CERTIFICATE

To the Clerk of Kiowa County, State of Kansas
We, the undersigned, officers of
City of Mullinville
certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2022; and
(3) the Amount(s) of 2021 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2022 Adopted Budget: Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	County Clerk's Use Only
Allocation of MVT, RVT, and 16/20M Veh Tax		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Fund	**K.S.A.**				
General	12-101a	6	205,000	118,840	
Fire	19-3610	7	21,174	9,638	
		7			
Special Highway		8	11,986		
Utility		8	110,350		
Equipment Reserve		9	17,546		
Meter Deposits		9	2,805		
Solid Waste		10	30,826		
		10			
Totals		xxxxxx	399,687	128,478	
Budget Summary		11			County Clerk's Use Only
Neighborhood Revitalization		12			
					Nov 1, 2021 Total Assessed Valuation

Assisted by:
Theresa Dasenbrock, CPA, CFE
Lewis, Hooper & Dick, LLC
Address:
PO Box 699
Garden City, KS 67846
Email:
theresad@lhd.com

Date Attested: Sept 23, 2021

Kristi Cooper
County Clerk

Governing Body

City of Mullinville

2022

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Funds for 2021	Ad Valorem Levy Tax Year 2020	Allocation for Proposed Year 2022				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	115,730	10,982	473	4,312	3,353	0
Fire	10,042	953	41	374	291	0
TOTAL	125,772	11,935	514	4,686	3,644	0

County Treas Motor Vehicle Estimate 11,935

County Treas Recreational Vehicle Estimate 514

County Treas 16/20M Vehicle Estimate 4,686

County Treas Commercial Vehicle Tax Estimate 3,644

County Treas Watercraft Tax Estimate 0

Motor Vehicle Factor 0.09489

Recreational Vehicle Factor 0.00409

16/20 Vehicle Factor 0.03726

Commercial Vehicle Factor 0.02897

Watercraft Factor 0.00000

City of Mullinville

2022

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2020	Current Amount for 2021	Proposed Amount for 2022	Transfers Authorized by Statute
General	Equipment Reserve	-	15,000	-	12-1,117
General	Special Street	-	-	-	
General	Solid Waste	-	-	-	
General	Fire	-	-	-	
Utility	General	-	-	2,750	12-825d
Utility	Equipment Reserve	-	-	-	12-1,117
Meter Deposits	Utility	-	-	-	12-825d
Solid Waste	General	-	3,000	3,000	12-825d
	Totals	-	3,000	5,750	
	Adjustments*				
	Adjusted Totals	-	3,000	5,750	

*Note: Adjustments are required only if the transfer is being made in 2021 and/or 2022 from a non-budgeted fund.

City of Mullinville

2022

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amt Outstanding Jan 1,2021	Date Due		Amount Due 2021		Amount Due 2022	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
None											
Total G.O. Bonds					**0**			**0**	**0**	**0**	**0**
Revenue Bonds:											
KPWSRLF Revenue Bonds	2/5/2021		1.30	1,271,190	0	2/1	2/1	0	0	0	0
Total Revenue Bonds					**0**			**0**	**0**	**0**	**0**
Other:											
Total Other					**0**			**0**	**0**	**0**	**0**
Total Indebtedness					**0**			**0**	**0**	**0**	**0**

City of Mullinville

2022

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance As Beginning of 2021	Payments Due 2021	Payments Due 2022
Whitestar Bobcat	5/23/2019	60	3.55	22,950	13,759	4,916	4,916
				Totals	**13,759**	**4,916**	**4,916**

***If you are merely leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

City of Mullinville 2022

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **General**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	121,127	110,344	33,182
Receipts:			
Ad Valorem Tax	108,764	115,730	xxxxxxxxxxxxxxxxx
Delinquent Tax	517		
Motor Vehicle Tax	11,601	13,049	10,982
Recreational Vehicle Tax	180	187	473
16/20M Vehicle Tax	295	415	4,312
Commercial Vehicle Tax	2,048	1,984	3,353
Watercraft Tax			0
Gross Earning (Intangible) Tax			0
LAVTR			0
City and County Revenue Sharing			0
Local Alcoholic Liquor			
Compensating Use Tax		6,500	6,500
Local Sales Tax	45,119	15,800	15,800
Franchise Tax	11,272	12,000	12,000
Licenses			
Community Building	300		
State of Kansas			
Reimbursements and Sales	373	4	
Insurance Proceeds	6,273		
Transfer from Solid Waste	0	3,000	3,000
Transfer from Utility Fund	0	0	2,750
Interest on Idle Funds	899		
Neighborhood Revitalization Rebate	-5,804	-5,231	-1,621
Miscellaneous	2,044		
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**183,881**	**163,438**	**57,549**
Resources Available:	**305,008**	**273,782**	**90,731**
Expenditures:			
Personnel	58,459	60,000	60,000
Contractual	53,112	60,000	60,000
Commodities	74,619	50,000	50,000
Capital Outlay	8,474	35,000	35,000
Bond Payment			
Streets		20,600	0
Transfer to Special Street			
Transfer to Equipment Reserve		15,000	
Transfer to Solid Waste			
Transfer to Fire			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**194,664**	**240,600**	**205,000**
Unencumbered Cash Balance Dec 31	110,344	33,182	xxxxxxxxxxxxxxxxx
2020/2021/2022 Budget Authority Amount:	199,500	240,600	205,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	205,000
		Tax Required	114,269
	Delinquent Comp Rate:	4.0%	4,571
		Amount of 2021 Ad Valorem Tax	**118,840**

City of Mullinville 2022

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Fire**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	2,277	7,722	10,379
Receipts:			
Ad Valorem Tax	9,619	10,042	xxxxxxxxxxxxxxxxx
Delinquent Tax	18		
Motor Vehicle Tax	585	1,154	953
Recreational Vehicle Tax	9	17	41
16/20M Vehicle Tax	18	37	374
Commercial Vehicle Tax	97	175	291
Watercraft Tax			0
Donations			
Transfer from General	0	0	0
Interest on Idle Funds			
Neighborhood Revitalization Rebate	-513	-454	-131
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**9,833**	**10,971**	**1,528**
Resources Available:	**12,110**	**18,693**	**11,907**
Expenditures:			
Personnel		2,500	2,500
Contractual	4,388	5,500	5,500
Commodities		314	314
Capital Outlay		0	12,860
Cash Forward (2022 column)			
Miscellaneous			
Does miscellanous exceed 10% of Total Exp			
Total Expenditures	**4,388**	**8,314**	**21,174**
Unencumbered Cash Balance Dec 31	7,722	10,379	xxxxxxxxxxxxxxxxx
2020/2021/2022 Budget Authority Amount:	9,814	14,744	21,174
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	21,174
		Tax Required	9,267
	Delinquent Comp Rate:	4.0%	371
		Amount of 2021 Ad Valorem Tax	9,638

Adopted Budget

	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxx
2020/2021/2022 Budget Authority Amount:	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	4.0%	0
		Amount of 2021 Ad Valorem Tax	0

City of Mullinville

2022

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Special Highway**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	21,521	6,514	5,786
Receipts:			
State of Kansas Gas Tax	6,338	6,230	6,200
County Transfers Gas		0	0
Appropriations			
Transfer from General	0	0	0
Local Sales Tax			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**6,338**	**6,230**	**6,200**
Resources Available:	**27,859**	**12,744**	**11,986**
Expenditures:			
Street Repair and Maint	21,345	6,958	11,986
Contractual			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**21,345**	**6,958**	**11,986**
Unencumbered Cash Balance Dec 31	6,514	5,786	0
2020/2021/2022 Budget Authority Amount:	26,343	26,958	11,986

Adopted Budget **Utility**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	10,306	73,397	73,397
Receipts:			
Charges to Customers	75,942	72,600	72,600
Customer Deposits			
Sales/Use tax			
Transfer from Meter Deposit	0	0	0
Interest on Idle Funds			
Miscellaneous	3,457		
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**79,399**	**72,600**	**72,600**
Resources Available:	**89,705**	**145,997**	**145,997**
Expenditures:			
Personnel	5,635	40,000	40,000
Contractual		4,000	8,000
Commodities	10,673	20,000	16,000
Capital Outlay		3,684	38,684
Debt Service		0	0
Lease Payment		4,916	4,916
Utilities			
Repairs			
Transfer to General		0	2,750
Transfer to Equipment Reserve			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditures			
Total Expenditures	**16,308**	**72,600**	**110,350**
Unencumbered Cash Balance Dec 31	73,397	73,397	35,647
2020/2021/2022 Budget Authority Amount:	96,916	72,600	110,350

City of Mullinville 2022

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Equipment Reserve**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	2,453	2,546	17,546
Receipts:			
Transfer from Utility	0	0	0
Transfer from General	0	15,000	0
Equipment Rental	93		
Franchise Tax			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**93**	**15,000**	**0**
Resources Available:	**2,546**	**17,546**	**17,546**
Expenditures:			
Personnel			
Capital Outlay		0	17,546
Fuel			
Repairs			
Other			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**0**	**0**	**17,546**
Unencumbered Cash Balance Dec 31	2,546	17,546	0
2020/2021/2022 Budget Authority Amount:	15,417	21,536	17,546

Adopted Budget **Meter Deposits**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	541	805	1,805
Receipts:			
Customer Deposits	264	1,000	1,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**264**	**1,000**	**1,000**
Resources Available:	**805**	**1,805**	**2,805**
Expenditures:			
Repayments to Customers		0	2,805
Transfer to Utility			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**0**	**0**	**2,805**
Unencumbered Cash Balance Dec 31	805	1,805	0
2020/2021/2022 Budget Authority Amount:	3,983	2,041	2,805

City of Mullinville 2022

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Solid Waste**	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	4,605	4,031	3,426
Receipts:			
From Customers	24,830	27,400	27,400
Transfer from General	0		
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**24,830**	**27,400**	**27,400**
Resources Available:	**29,435**	**31,431**	**30,826**
Expenditures:			
Personnel			
To Vendor	25,404	25,005	27,826
Transfer to General		3,000	3,000
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**25,404**	**28,005**	**30,826**
Unencumbered Cash Balance Dec 31	4,031	3,426	0
2020/2021/2022 Budget Authority Amount:	27,400	32,005	30,826

Adopted Budget	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Forward (2022 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2020/2021/2022 Budget Authority Amount:	0	0	0

The governing body of
City of Mullinville
will meet on September 20, 2021, at 7:00 PM at Mullinville City Hall for the purpose of hearing and answering objections of taxpayers relating to the revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES
Kiowa County (home county)

Haskell Township	Revenue Neutral Rate**	88.595	Proposed Tax Rate	90.500

*Rates are expressed in mills
**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

2022

NOTICE OF BUDGET HEARING

The governing body of
City of Mullinville
will meet on September 20, 2021, at 7:15 PM at Mullinville City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at Mullinville City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of Current Year Estimate for 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget for 2022		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Estimate Tax Rate*
General	194,664	82.164	240,600	83.379	205,000	118,840	83.711
Fire	4,388	7.266	8,314	7.235	21,174	9,638	6.789
Special Highway	21,345		6,958		11,986		
Utility	16,308		72,600		110,350		
Equipment Reserve					17,546		
Meter Deposits					2,805		
Solid Waste	25,404		28,005		30,826		
Totals	262,109	89.430	356,477	90.614	399,687	128,478	90.500
*Revenue Neutral Rate***							*88.595*
Less: Transfers	0		3,000		5,750		
Net Expenditure	262,109		353,477		393,937		
Total Tax Levied	122,193		125,772		xxxxxxxxxxxxxxxxx		
Assessed Valuation	1,366,376		1,388,006		1,419,647		

Outstanding Indebtedness, January 1,	2019	2020	2021
G.O. Bonds	6,000	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	3,824	18,034	13,759
Total	9,824	18,034	13,759

*Tax rates are expressed in mills
** *Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13*

Nicole Cooper
City Official Title: City Clerk

2022 Neighborhood Revitalization Rebate

Budgeted Funds for 2022	2021 Ad Valorem before Rebate**	2021 Mil Rate before Rebate	Estimate 2022 NR Rebate
General	117,154	82.523	1,621
Debt Service			0
Library			0
Fire	9,501	6.693	131
			0
			0
			0
TOTAL	126,655	89.216	1,752

2021 July 1 Valuation:	1,419,647
Valuation Factor:	1,419.647
Neighborhood Revitalization Subj to Rebate:	19,638
Neighborhood Revitalization factor:	19.638

**This information comes from the 2022 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.

Resolution No. 9202021

A RESOLUTION OF CITY OF MULLINVILLE, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the City of Mullinville was calculated as 88.595 mills by the Kiowa County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Mullinville will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 20, 2021, allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the City of Mullinville, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF CITY OF MULLINVILLE:

The City of Mullinville shall levy a property tax rate exceeding the Revenue Neutral Rate of 88.595 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 20th day of September, 2021, and **SIGNED** by the Governing Body.

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF the City of Mullinville **, HEREBY NOTIFIES THE** Kiowa **COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

☑ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 90.500. The date of our hearing is September 20, 2021 at 7 PM AM/PM and will be held at City Hall in Mullinville, Kansas.

☐ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2021.

WITNESS my hand and official seal on June 29, 2021.

(Seal)

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.

AFFIDAVIT OF INSERTION

The Merchants Directory, a newspaper printed In the State of Kansas, and published in and of general circulation in Kiowa County, Kansas, with a general paid circulation in Kiowa County, Kansas, and that said newspaper is not a trade, religious or fraternal publication.

Advertiser: CITY OF MULLINVILLE

Subject: NOTICE OF BUDGET HEARING

One Insertion: August 11, 2021

Before me, a Notary Public, personally appeared Paul Kendall, or Linda Kay Kendall, Publisher(s) of the Merchants Directory

Signature Linda Kay Kendall

State of Kansas, County of Kiowa

Sworn to and subscribed before me this

7th day of September 2021

Suzanne Titus, Notary Public

Commission Expires 11-2-24

Suzanne Titus
NOTARY PUBLIC
STATE OF KANSAS
My Appt. Exp. 11-2-24

Cost of Insertions: August 11, 2021

	3x8.25	$68.63
Total		$68.63

(First Published in the Merchant's Directory, on Wednesday, August 11, 2021)1t

State of Kansas
City

The governing body of
City of Mullinville
will meet on September 20, 2021, at 7:00 PM at Mullinville City Hall for the purpose of hearing and answering objections of taxpayers relating to the revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES
Kiowa County (home county)

Haskell Township	Revenue Neutral Rate**	88.595	Proposed Tax Rate	90.500

*Rates are expressed in mills
**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

NOTICE OF BUDGET HEARING 2022

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City of Mullinville
will meet on September 20, 2021, at 7:15 PM at Mullinville City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
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General	134,664	82.164	240,600	83.379	205,000	118,840	83.711
Fire	4,388	7.266	8,314	7.235	21,174	9,638	6.789
Special Highway	21,345		6,958		11,986		
Utility	16,308		72,600		110,350		
Equipment Reserve					17,546		
Meter Deposits					2,805		
Solid Waste	25,404		28,005		30,826		
Totals	262,109	89.430	356,477	90.614	399,687	128,478	90.500
*Revenue Neutral Rate***							*88.595*
Less: Transfers	0		3,000		5,750		
Net Expenditure	262,109		353,477		393,937		
Total Tax Levied	122,193		125,772		xxxxxxxxxxxxxxxxxxx		
Assessed Valuation	1,365,375		1,388,006		1,419,647		

Outstanding Indebtedness, January 1,	2019	2020	2021
G.O. Bonds	6,000	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	3,824	18,034	18,034
Total	9,824	18,034	18,034

*Tax rates are expressed in mills
*** Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13*

Nicole Cooper
City Official Title: City Clerk

KIOWA KOMOTARA
is accepting applications for 1 bedroom apartments.
Call 620-723-2246 or 620-388-6216
Equal Housing Opportunity

I thought raising teenagers would be like those goofy old Brady Bunch episode about curfews, acne and dating. It is. Not.

It's more like Survivor meets Dateline—hang in there and don't murder anyone.

Mary says, "I don't need a husband. I just need someone to come over and make me coffee in the morning and then leave.

I'm so old that I remember when the easiest way to get a picture was to use a camera.

The easiest way to organize your stuff is to get rid of most of it.